REPORT OF THE DIRECTOR-GENERAL

International Labour Conference 81st Session 1994

75th Anniversary
of the International
Labour Organization
1919–1994

ACTIVITIES OF THE ILO, 1992-1993

International Labour Office Geneva

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81st Session 1994

Report of the Director-General

Part II: Activities of the ILO, 1992-93

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Introduction

In accordance with the decisions taken in 1993 regarding the reform of the Conference, this Report covers a period of two years rather than one.

In many respects, the biennium 1992-93 was a particularly exciting time in the life of the Organization. Indeed, the Office could not remain indifferent to the important political events of the early 1990s which led States to embark on a process of democratization, particularly new States which became members of the ILO, and asked the Organization to help them to implement the reforms needed to set up genuine democracies.

The changes in development policy which had been foreseen for several years finally materialized. Since the beginning of the biennium 1992-93, in keeping with the wishes expressed by donor countries and by the beneficiaries themselves, States receiving international development aid have assumed a more prominent role in the execution of technical cooperation projects. There was also a gradual, yet significant transformation in the Office's role: requests for technical advisory services increased substantially, and at the same time the number of new projects entrusted to it fell considerably.

For the Organization itself the biennium 1992-93 was marked by major reforms in the International Labour Conference and the Governing Body. It was also a time for experimenting with reforms to the regional conferences. The most significant development affecting the Office was the Governing Body's and the Conference's endorsement of the active partnership policy and the consequent reorganization of technical structures in the regions.

The scope of these reforms, and especially the rapidity with which they were discussed, approved and implemented, should be a source of great satisfaction for all of the Organization's constituents, for the capacity of an institution to tackle its own structural adjustment is clear proof of its dynamism. To illustrate: the idea of setting up multidisciplinary teams was first raised at the Governing Body's February 1992 Session; as of 31 December 1993, twelve of the fourteen teams envisaged were already operational.

There was one unfortunate development in the biennium that I must mention. Implementation of the Organization's activities was seriously hampered by the difficulties some member States experienced in paying their contributions. The Office thus found it necessary to draw up and carry out two separate cutbacks in expenditures, totalling US$20 million and US$10 million respectively, which forced it to defer or to abandon several of its scheduled activities. However, I am happy to note that there is good reason to hope that all member States will honour their obligations in the biennium 1994-95.

The technical work of the ILO in member States has three key objectives: the protection of working people, the elimination of poverty, and the promotion of democracy. The last of these has become especially important given the international trends towards more democratic forms of government and a market economy.

Within the context of these objectives, a priority theme is the defence of human rights and the implementation of international labour standards, as reflected in many of the activities described in this Report. Other activities of special interest in the biennium 1992-93 included the ILO missions to the occupied Arab territories, and the Fact-Finding and Conciliation Commission's visit to South Africa. In addition, particular attention was drawn to the problem of child labour through a main interdepartmental project and the launching of the International Programme for the Elimination of Child Labour (IPEC). These activities were paralleled by many ongoing activities to promote the observance of international labour standards, particularly those relating to workers' rights.

Another important theme is equality of opportunity and treatment between men and women. This Report describes a wide range of activities to promote greater equality, including multidisciplinary work carried out within the context of a major interdepartmental project, the results of which are to be discussed in a meeting to be hosted by the International Institute of Labour Studies in 1994. The discussions at that meeting should provide a useful basis for the formulation of an ILO policy position for the Fourth World Conference on Women to be held in Beijing in 1995.

Employment promotion is evidently a crucial element in the ILO's mandate, and many activities both in member States and at ILO headquarters focused on the relationship between the objective of employment generation and the process of structural adjustment. This Report provides details of such activities as well as activities aimed primarily at the alleviation of poverty through rural development and by the promotion of informal sector activities in urban areas.

An important subsidiary theme in the work of the ILO is the protection of the working environment. A number of activities are described in this Report which aim at protecting or improving environmental conditions in the workplace, and protecting workers against dangerous substances and against accidents at work. Other activities relate more directly to the follow-up to the United Nations Conference on Environment and Development held in Rio de Janeiro in 1992.

Many of the activities summarized in this Report, including a wide range of technical advisory services to member States, will continue in the biennium 1994-95, and thereafter. Nevertheless, in seeking to respond to major changes and trends in the world of labour, the ILO will no doubt undertake new activities to deal with new problems, or with new features of existing problems. At the international level, the biennium 1994-95 should see the ILO play an important role in the preparation of the World Summit for Social Development, and in the Summit itself. More importantly, the launching of the active partnership policy will increase the ILO's presence in practical activities at the country level, as it pursues the ideals it has cherished for three-quarters of a century already. As this Report testifies, progress towards the achievement of these ideals in member States is the most important contribution which the ILO can make to social development and social justice.

14 March 1994 Michel HANSENNE

International labour standards and tripartism

1

The ILO is unique among international organizations in having as its constituents not only governments, but also the representative organizations of employers and workers. Its tripartite structure is both the ILO's most significant feature and its greatest strength, which gives its work a broad basis of social consensus. This is nowhere more evident than in the adoption of international standards which, from the outset, have been the cornerstone of the ILO's efforts to protect workers and combat poverty. The extensive procedure of consultation between the representatives of governments, employers and workers on which these standards are based gives them a moral authority which is vital to their global impact.

In order to emphasize the close and necessary relationship between social dialogue and international labour standards, this chapter groups together the work carried out by the ILO during the biennium 1992-93 to promote observance of its standards and to strengthen tripartism at the national and international levels. This work includes activities to supervise the application of ratified Conventions and to promote further ratifications, as well as the assistance which is provided to member States to incorporate the principles embodied in ILO standards into national law and practice. The chapter covers the work carried out by the ILO to establish and strengthen labour administration systems, including labour inspection, through which labour law and policies are implemented at the national level. An important aspect of the ILO's work to develop social dialogue involves maintaining close relations with representative organizations of employers and workers, and assisting in their development as fundamental institutions of tripartism.

International labour standards

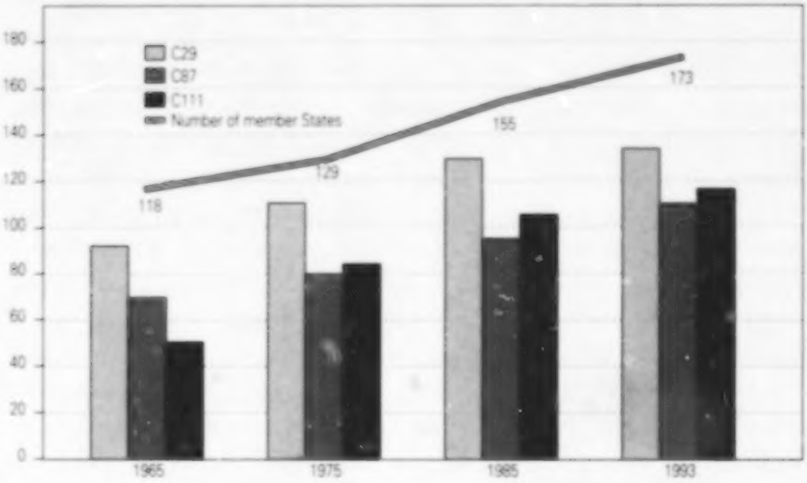
With the adoption in 1992 of standards on the protection of workers' claims in the event of the insolvency of their employer and in 1993 on the prevention of major industrial accidents, the ILO has now established a body of 355 international labour instruments (174 Conventions and 181 Recommendations) covering a wide range of social issues. In particular, these include basic human rights in the fields of freedom of association, the abolition of forced labour and the elimination of discrimination in employment. Both Conventions and Recommendations are intended to act as a model and a stimulus for the development of law and practice in member States. Conventions are legal instruments whose ratification involves the dual obligation for member States of applying their provisions and accepting a measure of supervision of their implementation. Recommendations provide more specific guidelines, but are not subject to ratification.

The fact that over 6,000 ratifications of Conventions have been registered is a measure of their impact throughout the world. During the biennium 1992-93, partly as a result of the accession of 16 States to membership of the Organization, 511 new ratifications of Conventions were registered. The chart below shows the progress achieved between 1965 and 1993 in the ratification of three of the basic international labour Conventions: the Forced Labour Convention, 1930 (No. 29); the Freedom of Association and Protection of the Right to Organize Convention, 1948 (No. 87); and the Discrimination (Employment and Occupation) Convention, 1958 (No. 111).

In addition to the formulation and adoption of new instruments, the ILO promotes the ratification and observance of its standards, supervises the application of ratified Conventions and provides assistance to member States which encounter difficulties in their implementation.

The work of supervising the implementation of ratified Conventions centres around the independent Committee of Experts on the Application of Conventions and Recommendations, which is composed of eminent jurists. The principal task of the Committee consists of examining the reports supplied by governments, as well as an increasing number of observations from employers' and workers' organizations, on Conventions which have been ratified by member States, or which have been declared applicable to non-metropolitan territories. The Committee draws the attention of governments

Progress in ratification of the basic Conventions and increase in the number of member States



to the need to take further action to give effect to certain provisions of the Conventions. The comments of the Committee are drawn up in the form of "observations", which are published in its report,[1] or "direct requests", which are communicated directly to the governments concerned. During the biennium, the Committee made over 900 observations on the application of ratified Conventions. On the basis of the report prepared by the Committee of Experts, the Conference Committee on the Application of Standards examined the most significant difficulties in particular cases relating to the application of ratified Conventions.

Support is provided to the work of the Committee of Experts through the visits to member States of ILO advisors on international labour standards. Most of these visits are designed to assist governments in finding solutions to problems relating to the application of international labour standards. During the biennium, emphasis was placed on contacts with the governments, and with employers' and workers' organizations in new member States, including many Eastern and Central European countries, Eritrea and the Republic of Korea. These contacts were helpful in identifying Conventions which could be ratified by the new member States on a priority basis. With a view to overcoming problems related to the application of ratified Conventions, technical assistance was also provided to around 40 countries for the formulation or revision of legislation relating to freedom of association and collective bargaining.

Each year, the Committee of Experts notes cases in which progress has been made in the implementation of ratified Conventions. During the biennium it expressed satisfaction in over 90 cases at certain measures taken to improve the implementation of ratified Conventions. By way of illustration, these included: the adoption by the Government of Ecuador of legislation improving conformity with two social security Conventions; the adoption of measures in a number of Eastern European countries and in Ethiopia to improve the implementation of Conventions on freedom of association; and cases of progress in the implementation of the Discrimination (Employment and Occupation) Convention, 1958 (No. 111), in some African and Eastern European countries. In addition, the Committee also noted at each of its sessions that legislative and other measures had been taken by countries to apply newly ratified Conventions.

Knowledge of national law and practice in member States is further extended by the annual general survey made by the Committee of Experts of information supplied under article 19 of the ILO Constitution on unratified Conventions and Recommendations. These surveys include a review of difficulties encountered in the application of specific international labour standards and the prospects for their further ratification. In 1992 the general survey dealt with the question of minimum wages[2] and found that, although nearly all countries have some minimum wage fixing machinery, the categories of workers covered and the level of the wages which are determined vary widely. In 1993 the general survey on workers with family responsibilities[3] noted that measures consistent with the objectives of the ILO's standards in this area were being introduced in many countries, and particularly in those with well-established policies and goals concerning equality between men and women. However, the survey also found that a significant number of governments and employers' and workers' organizations did not appear to have a clear understanding of the purpose and requirements of the instruments, and that greater efforts were therefore needed to sensitize decision-makers at the

Prelude to change: Industrial relations reform in South Africa[4]

At the beginning of the biennium 1992-93 the industrial relations situation in South Africa was characterized by a relatively strong non-racial trade union movement and greater openness on the part of the Government to consultations and negotiations with workers' organizations. However, industrial relations institutions and legislation had not kept pace with the burgeoning process of political and social change in the country.

This was the situation encountered by a panel of the ILO's Fact-Finding and Conciliation Commission on Freedom of Association, which had originally been set up following the referral to the ILO of a complaint by the Congress of South Africa Trade Unions (COSATU). Although much of the substance of the complaint was resolved in legislation adopted in 1991, the parties concerned agreed that the Commission's terms of reference should be revised so that it could consider the labour situation in South Africa, with particular emphasis on freedom of association.

The Commission's first recommendation called for the complete restructuring of the National Manpower Commission to make it into an effective tripartite body capable of undertaking a process of extensive consultation with a view to reaching broad consensus among the social partners on labour legislation. Once this recommendation was implemented, the restructured National Manpower Commission became instrumental in putting into effect other recommendations made by the Commission.

The Commission's report also identified the need to extend collective bargaining rights to domestic workers and to ensure that they apply equally to workers and employers in all the various territories into which South Africa is currently divided. Labour legislation needs to be revised with a view to removing any reference to race in the registration of trade unions, preventing interference in trade union affairs by the authorities and lifting restrictions on collective bargaining and strike action.

The Commission's report called for the establishment of a regular reporting procedure on the progress made to give effect to its recommendations. Although South Africa is not currently a Member of the ILO, the suspension by the Governing Body in November 1992 of the application of the Declaration concerning Action against Apartheid opened the way for the ILO to assist in achieving further progress towards the observance of fundamental human rights, and particularly the principles of freedom of association.

national level, and the international community at large, to the need for measures to promote equality for workers with family responsibilities.

Of particular importance to the strengthening of tripartism throughout the world are the ILO's standards on freedom of association and collective bargaining. In addition to the Committee of Experts' supervision of the implementation of ratified Conventions on freedom of association, the ILO's special procedure for the examination of complaints and representations continued to experience an increase in its case load. The principal component of this procedure is the Committee on Freedom of Association, which presented reports to the Governing Body containing definitive or interim conclusions on over 110 cases during the biennium. The procedure is an important channel for the social partners, and particularly national and international workers' organizations, to bring violations of the principles of freedom of association to the attention of an independent international body.

The procedures which the ILO has established for the adoption of standards and to promote their observance can only be fully effective when all those concerned are familiar with their functioning and scope. Activities therefore continued to be undertaken to familiarize the ILO's constituents with international labour standards and the various related procedures. With a view to achieving broader participation by its constituents in the formulation of new standards, tripartite seminars on the ILO's standard-setting procedures were held in Asia and training courses were organized at the Turin Centre in each year of the biennium. As in the past, a programme of courses and seminars was organized to familiarize officials of national labour administrations and representatives of employers' and workers' organizations with standards-related obligations and procedures. In China a programme of seminars was held at the provincial level with a view to developing an understanding of the ILO's human rights and other standards among officials, employers' and workers' representatives and academics and to developing tripartite practices at all levels. Other activities undertaken at the regional level are described in Chapter 4.

In order to increase awareness of the rights contained in the ILO's standards on freedom of association, national seminars on trade union rights were organized in Bulgaria, Brazil and Sri Lanka, and subregional seminars for workers' organizations were held for English-, French- and Portuguese-speaking African countries and for the Arab States. A training course was organized in the occupied Arab territories and two workshops were held in South Africa on industrial relations in the public service and freedom of association for rural workers.

The ILO's standards on equality of opportunity and treatment in employment continued to form the basis of a programme of activities to reduce discrimination in employment and occupation through the widest possible observance of ILO standards and principles relating to equality. Particular emphasis was placed on work to promote equality for women workers, as well as for migrant workers. This work is described in Chapter 3. Special activities continued to be undertaken in respect of South Africa and the occupied Arab territories, and in relation to indigenous and tribal peoples. These activities are described in Chapter 4.

The ILO's standards on the abolition of forced labour form another group of international instruments setting out a basic human right. In addition to supervising the implementation of these standards, attention was drawn to the problem of forced labour in the 1993 *World Labour Report*.[5] Action was also taken to raise awareness of the situation of children who are subjected to the bonded labour system, which is a form of slave labour. An Asian regional seminar on children in bondage was organized in Pakistan. The participants, who included judges, lawyers, labour officials, members of employers' and workers' organizations and non-governmental organizations, adopted a programme of action against child bondage.

The provision of information to ILO constituents on international labour standards and on the labour and social security legislation of member States is another important aspect of the promotion of ILO standards. The provisions of international labour Conventions and Recommendations and the legislative experiences of other countries provide important guidance to member States which are seeking to draw up or revise their own legislation. Knowledge of developments in national labour legislation is also indispensable for the work of the Office, both for the efficient functioning of the ILO supervisory machinery and for the provision of technical advisory services.

With a view to providing constituents, as well as the Office, with a range of products and services in this respect, the ILO continued to develop LABORLEX, its legal information system. In addition to the ILOLEX data-

ILOLEX – a database of international labour standards on CD-ROM

Over almost three-quarters of a century, the ILO has developed an extensive body of texts in the field of international labour law. In addition to Conventions and Recommendations, these include the comments of the supervisory bodies on their application and the examination of complaints and representations made under the ILO's constitutional procedures. However, these texts are contained in numerous publications which are not necessarily easily accessible. This constitutes a serious barrier to their dissemination to ILO constituents and other interested institutions, for which the provisions adopted by the ILO on a particular subject and their application around the world would otherwise provide valuable guidance.

As a significant step in promoting the dissemination of ILO standards, a trilingual database has therefore been developed which currently contains over 35,000 documents and is available on CD-ROM (compact disk - read-only memory). The database includes the full texts of the ILO Constitution, ILO Conventions and Recommendations, the reports of the Committee on Freedom of Association (from 1985), the comments of the Committee of Experts on the Application of Conventions and Recommendations and the Conference Committee on the Application of Standards (from 1987), the reports of the committees and commissions established under articles 24 and 26 of the Constitution to examine complaints and representations, and the current status of ratifications. The software permits users to search the database by type of document, subject, Convention, country or region, or to use the free text search facility.

As a result of the development of ILOLEX and its availability on CD-ROM, an increasing number of government ministries, employers' and workers' organizations, academic institutions, human rights bodies and institutional libraries, including those in parliaments and courts, will have constant access to ILO standards in support of their legislative and other work. ILOLEX is also a valuable tool for the work of the ILO headquarters, the regional and area offices and the multidisciplinary teams. It is particularly well suited for training activities related to international labour standards and was used regularly during the biennium in courses held at the Turin Centre and in seminars organized in all regions.

The first edition of ILOLEX was released in 1992 and the second is scheduled for the beginning of 1994. The distribution of the database was entrusted to a leading international law publisher and it was acquired by nearly 100 institutions throughout the world during its first year.

base (see box), this included the production of the trilingual publication *Labour law documents*[6] and further development and dissemination of the NATLEX database, which contains the texts of national labour, social security and human rights legislation.

Industrial relations and labour administration

Over recent years the deep-rooted transformations which have occurred in the political, economic and social systems in many member States have resulted in the need to reformulate their labour legislation. These transformations, which include the collapse of the planned economies in Central and Eastern Europe, the restoration of democracy in Latin America and the disappearance of single-party systems in many African countries, are at the origin of a widespread process of re-examination, evaluation and revision, not only of labour legislation but of the overall labour policy implemented by legislative means. This includes the industrial relations system (the structure and organization of trade unions and collective bargaining, the exercise of the right to strike and procedures for the settlement of collective disputes) and the regulation of the labour market (procedures governing recruitment and dismissal, working time provisions, minimum wages, paid leave and other conditions of employment).

Where labour administration systems are based on sound industrial relations practices which involve the social partners, there can be no doubt that they are more consensual and therefore more effective. The general objectives of the ILO's work in the fields of industrial relations and labour administration therefore include the strengthening of labour administrations in member States, enhancing tripartism and developing appropriate frameworks for labour matters. The promotion of sound systems of industrial relations, both collective and individual, includes the formulation of incomes policies and practices which are fully consistent with ILO principles and take account of the needs and capabilities of member States. During the biennium, these concerns were dealt with in the context of the broad economic, social and political developments in many member States. A significant part of the advisory and technical cooperation work carried out in these areas, and particularly work on labour legislation, the refashioning of industrial relations systems, wage reform and employment services, was therefore aimed at facilitating the adjustment process. This applied to developing countries in general and to countries undergoing the transition from a centrally-planned to a more market-oriented economy.

Labour law and labour relations

The assistance which the ILO provides in the field of labour law and labour relations is inspired by the concern to arrive at realistic standards which offer an acceptable compromise between the legitimate rights of the workers and the interest of employers. The solutions which are proposed are based on international labour standards, and particularly on the Conventions which member States have ratified or envisage ratifying, as well as on the measures adopted in other countries. Such solutions aim to strengthen the organizations of employers and workers and develop bilateral relations between the social partners. The means of action used by the ILO included technical advisory services, the provision of experts to work in close consultation with governments and the social partners, and the transmission of written advice, comments and legislative proposals. In every case, the government is encouraged to ensure that the social partners are fully associated with the revision of the labour legislation. During the biennium, the ILO responded to nearly 50 requests for technical advice in this field.

Countries which are undergoing the difficult process of transition to a market economy often need comparative information on tripartite cooperation in order to reconcile the requirements of economic development with those of social protection. In support of its advisory activities in this field, the ILO therefore carried out an extensive study,[7] covering several industrialized and developing countries, of the role of central tripartite cooperation in national economic and social policy-making over the past two decades. The study reviews the difficulties which have been encountered in the field of industrial relations and the ways in which the parties concerned have endeavoured to resolve them.

Some of the information and advice which was provided on tripartite cooperation was concerned with the overall organization of national industrial relations systems. In other cases, it was confined to more specific issues, such as the establishment of works councils or collective bargaining in state-owned enterprises. In order to provide first-hand experience to those most closely concerned with industrial relations at the national level, study tours were organized for high-level tripartite delegations from Central and Eastern European countries so that they could observe the functioning of central tripartite bodies in several Western European countries. Training courses were also held for conciliators from Central and Eastern European countries. A symposium on new perspectives for tripartism in Europe was organized in 1992 and attended by high-level tripartite delegations from many European countries.

National and regional seminars on labour relations were also held in English-speaking Africa, Asia and the southern cone of Latin America.

In the field of remuneration, many member States undertook major reforms of their wage systems during the biennium, particularly in the context of structural adjustment and the transition to a market economy. The reforms were often designed to decentralize wage determination machinery in order to achieve greater adaptability to local economic conditions. Advice was provided to Albania, Hungary and Romania on the reform of their national wage systems. In China, following broad consultations with local labour bureaux, with the representatives of workers and employers and with enterprises, an action plan was formulated with the Ministry of Labour to decentralize the determination of remuneration and to promote performance-related pay. In Bangladesh policy advice was provided on minimum wages, public sector pay and how to link pay to productivity.

Tripartite procedures for the determination of remuneration ensure that the pay packages which are agreed upon have the support of the parties concerned. In line with its fundamental principles, the ILO therefore continued to work towards the strengthening of tripartism in the determination of pay. In Indonesia advice was provided to tripartite national wage bodies on measures to be included in the next five-year plan. In the Philippines a programme was designed on how to strengthen the capacity of tripartite wage boards to base the determination of minimum-wage levels and productivity-related components of remuneration on reliable data sources.

With a view to extending observance of the principle of equal pay, a study was published on *Equal pay protection in industrialized market*

Social dialogue in Poland

The transition from a centrally planned to a market economy is gaining momentum in Poland and political pluralism is taking root. Therefore, a sound industrial relations system is needed which will be compatible with the new economic and political system in the country. In order to meet this need the ILO undertook, from October 1992 to November 1993, a project to promote constructive relations between the social partners, particularly at the central tripartite level, and to train professional conciliators.

Two study tours to Western European countries were organized so that Polish conciliators and high-level participants in social dialogue could familiarize themselves with the industrial relations systems of the countries visited and with procedures and techniques for conciliation, mediation and arbitration. ILO experts met with officials from the Ministry of Labour, employers' associations and major worker's organizations to offer advice on the most pressing issues. These included tripartite consultation at the national level, trade union rivalry, collective bargaining in state enterprises, the settlement of labour disputes, institutional arrangements for labour-management relations at the enterprise level and distinctions between the various forms of worker representation at the enterprise level. A national training course was also held on conciliation techniques.

A seminar on tripartism and industrial relations was organized in Warsaw at a crucial moment immediately following the signature of the tripartite Pact on State-owned Enterprises in the Process of Transformation. At a time when many representatives of the social partners were still reluctant to sit around the same table, the seminar contributed to the consolidation of a consensus in support of the country's free market reforms and to recognition of the importance of establishing regular tripartite consultations at the national level as a means of relieving social tension and providing the social partners and the Government with the opportunity to make a constructive contribution to national policy-making.

With a view to sharing the experiences of the transformation period in Poland with representatives of other Central and Eastern European countries, a tripartite international seminar on industrial relations was convened in Warsaw by the ILO in collaboration with the Polish Ministry of Labour and Social Policy.

It is hoped that the tripartite dialogue facilitated by these activities will contribute to the early establishment in Poland of the Tripartite Economic and Social Council which is foreseen in the Pact.

economies: In search of greater effectiveness.[8] The study reviews equal pay policies, analyses the progress which has been made through legislation, and identifies a number of areas where greater involvement of the social partners would be effective in implementing the principle of equal remuneration for men and women workers for work of equal value. In this context, advice was provided to Cyprus on how to integrate equal remuneration into collective agreements. In Nepal, assistance was provided in an overall review of wage determination procedures and advice was given on how to implement an equal pay policy. Advice continued to be given to the social partners in Europe to increase their awareness of the significance of job evaluation to the achievement of equal remuneration. Other activities in the field of remuneration are described in Chapter 2 (structural adjustment) and Chapter 3 (equality for women in employment).

Labour administration

During the biennium, the ILO's activities to build up effective national labour administrations concentrated on countries undergoing major economic, social and political change, particularly with a view to containing the temporary negative social effects of structural adjustment programmes and the transition to a market economy. By way of support for the elaboration of labour policies in member States, access to information on labour administration systems is being improved through the creation of a computerized database. This database covers the structure, areas of competence, size, resources and activities of national labour administrations, including labour inspection systems and employment services.

The establishment of formal arrangements for consultation between labour administrations and the representatives of their clients, who include employers, workers, the self-employed and other members of the community, is an important means of increasing the effectiveness and impact of labour administrations. In most countries consultative bodies have been set up to involve the parties which have a direct interest or experience in labour matters. To assist in the development of such bodies, work was undertaken to document the role and functions of institutional consultative arrangements in several member States, to suggest how they can be set up and strengthened, and how their contribution to effective labour administration can be increased.[9]

If minimum standards of social protection during processes of structural change are to be safeguarded, effective systems for ensuring the application and enforcement of labour protection standards are an indispensable element of the "social dimension" of change. The ILO's activities during the biennium to strengthen national labour inspection services continued to adopt the triple approach of training those responsible for developing the skills of labour inspectors, evaluating labour inspection services and strengthening their association with the social partners wherever possible. Tripartite missions were undertaken to Hungary and the former Czech and Slovak Federal Republic to evaluate national systems of labour inspection. These missions were an important means of providing policy advice and management consultancy services to member States, particularly with a view to the development of social infrastructure against the background of structural adjustment.

In order to strengthen national labour inspection systems, strong emphasis was placed on the training of trainers. Training materials for labour inspection services continued to be developed and disseminated and a study was completed on labour inspection systems and policies for training of inspectors.[10] Training courses were held in the regional labour administration centres, and national training courses and seminars were organized in Burkina Faso, Burundi, Rwanda and Senegal and in the Baltic States. A regional seminar was convened in the Turin Centre for directors-general of labour inspection services from 15 French-speaking African countries. Study tours were organized for groups of senior labour inspectors from Albania, Latvia, Lithuania, Kenya and Poland to various Western European countries. Moreover, a major international conference on the training and development of labour inspectors was organized by the ILO as part of the celebrations for the centenary of the French labour inspectorate.

In the past, most of the activities of labour inspection systems have concerned the conditions of workers with regular contracts of employment. However, many of the worst problems of working conditions and safety and health, in both the industrialized and the developing countries, concern workers in precarious employment and particularly vulnerable categories of

Building up the Ministry of Labour in Albania

When Albania took the decision, following parliamentary and presidential elections, to adopt a democratic system and a free market economy, it was confronted with the need to reform its economic and social structures. Despite rising unemployment and a further deterioration of working conditions, there are no labour institutions in Albania to concentrate efforts on curbing the negative effects of the transition. Responsibilities for labour matters are divided between several ministries and institutions. There is no labour inspection in the sense recognized by the ILO, with the effect that employment accidents go unreported and nothing is done to improve dangerous working practices. The employment services provide social assistance and unemployment benefits, but play no role in finding jobs for the unemployed or filling vacancies.

Following a request for assistance from the Government, a two-year technical assistance project commenced in 1993 to build up the whole labour administration system and promote tripartism in Albania. The project is designed to help develop national policies for labour, employment, vocational training, migrant workers and social security, which will be formulated in close connection with policies for rural and industrial development, the environment, education and public health.

The project is centred around the establishment of a labour institute to provide training, consultancy and documentation to the staff of the newly instituted Ministry of Labour, as well as to employers' and workers' representatives.

The training provided by the institute covers all the areas of responsibility of the Ministry of Labour and takes the form of courses held at the institute, a study tour for high-level officials from the new Ministry and fellowship for those responsible for labour inspection and employment services. Advisory services will be provided for the formulation of the new labour legislation and to guide the five departments of the Labour Ministry.

Four pilot offices, two for labour inspection and two for employment services, will also be set up as forerunners to the establishment of national systems. Assistance will be provided in starting up, organizing and planning their work. The experience obtained in the pilot offices will then be used to extend the systems throughout the country.

Although much will remain to be done at the end of the two-year period, by intervening at such an early stage in the development of the Albanian labour administration system, the project is designed to lay solid foundations for the tripartite functioning of this important institution.

workers. A study was therefore undertaken of the growing number of workers who are still deprived to varying degrees of fundamental labour protection in many member States.[11] It concentrated on the most common forms of precarious employment in the developing countries. It developed methods, which are often innovative, for labour inspectors to deal with the complex problems posed by precarious work. Work was also undertaken in the role of labour inspection in the forestry and petroleum industries.[12]

Public employment services are recognized as being pivotal institutions for the design and implementation of labour market policies. The chief characteristic of the ILO's work in this field during the biennium was the response to the pressing demand for its services from those countries in Central and Eastern Europe which had newly realized the importance of labour market mechanisms, but where expertise in this area was lacking. Almost all Central and Eastern European countries received help during the biennium in the formulation or reformulation of laws, by-laws and regulations in order to make them compatible with international labour standards and comparable provisions in other countries. With a view to facilitating the flow of information relating to employment services, documentation was translated, collected and disseminated and meetings and seminars were organized. In particular, an international symposium was held in Warsaw in 1992 which gathered together 22 heads of employment services from Western and Eastern Europe. With the same objective, advisory missions were undertaken in many Central and Eastern European countries and technical cooperation projects were designed for seven countries and implemented in three of them.

Activities to strengthen employment services in the other regions of the world continued during the biennium. Courses, seminars and technical meetings were organized with a view to transferring expertise on all aspects of the organization of labour market and employment services to technical staff with operational or supervisory responsibilities in the field of employment services and policy. A symposium was organized for directors-general of national employment services and two training courses were held for employment service trainers in French-speaking Africa. In support of these activities, a manual was completed on employment service and labour market functioning[13] and papers were prepared on various subjects, including labour force information and counselling and long-term unemployment.[14]

Employers' activities

The right of employers to be recognized as equal partners with governments and workers is of significant value in a world of ever-accelerating social and economic change, in which international considerations have ever more impact on the daily lives of each member of society. Since employers are often the leading engineers of change, their response to the social problems of the times is of great consequence to all concerned. The ILO's activities to maintain and develop close relations with employers and their organizations and to promote the establishment of independent and representative employers' organizations are therefore a fundamental component of its work in the field of tripartism. During the biennium, these activities were extended to provide support for the organizations which have emerged as a consequence of the democratization process in member States. The advent of democracy in countries such as Namibia, Mongolia and Viet Nam, as well as in Central and Eastern European countries, created the need and the opportunity to develop employers' organizations capable of playing an effective role in tripartite cooperation and becoming a driving force in economic growth.

Action was taken to consolidate the structures and functions of existing or nascent employers' organizations and to improve their capacity to provide services to their members. Where such organizations did not exist, drawing upon the expertise gained from countries in the same region, encouragement and support was given to employers to organize themselves. Namibia, like Zimbabwe in earlier years, is an example of this policy producing concrete results with the establishment of the Namibia Employers' Federation (see box). Where the existing organizations were weak, measures were taken to strengthen them. Preliminary missions to Mongolia, Myanmar, the countries of south-east Asia and some Portuguese-speaking African countries indicated that there are good prospects for making the organizational structures of employers more effective, as well as for encouraging the State to create an environment which is conducive to the development of enterprises and their participation in economic and social planning. Assistance was provided for the restructuring of employers' organizations in Egypt and Jordan. In response to the request from the Conference for ILO action to help employers and workers of the occupied Arab territories, steps were taken to develop the institutional framework required for economic and social development in the territories. Following the election of officers for the various chambers of commerce and industry, seminars were held in Gaza, Nablus and Hebron in which representatives of all the neighbouring chambers participated. The impact of these activities has been magnified by the accelerated pace of the peace process. The Nablus Chamber of Commerce and Industry was provided with assistance to carry out a survey with a view to facilitating networking arrangements, possibly under the aegis of a strengthened Federation of Chambers of Commerce and Industry.

The employers' organizations which existed in Central and Eastern European countries before they embarked upon the transition to a market economy required substantial assistance in order to adapt to their new role and be able to participate actively and constructively in the process of economic and social reform. A comprehensive programme of activities was therefore launched during the biennium to develop the capacities of these organizations. It included the organization of several subregional seminars, the provision of training to the senior staff of the organizations on their structures, functioning and role in industrial relations, and the preparation of study tours so that they could familiarize themselves with the work of employers' organizations in Western European countries.

Training programmes are an important component of the ILO's work to strengthen employers' organizations. During the biennium, a course was organized in Thailand on the management of employers' organizations, a high-level seminar for French-speaking African employers' organizations was held in the Turin Centre on the role of employers in training programmes, and a national seminar was conducted in Nigeria on the management of an employers' organization, to which fellowships were provided for participants from neighbouring countries. In this context, a handbook entitled *Managing an employers' organization and its changing role*[15] was published and widely disseminated.

In the context of the ILO's activities to encourage employers' organizations to play an effective role in tripartite cooperation, an innovative approach was pioneered in a joint programme for Asian employers' and workers' organizations on collective bargaining. A similar programme was organized for Polish employers and workers. This approach is also

Establishment of an employer's organization in Namibia

When Namibia became independent, there were a number of well-established sectoral employers' organizations, but no central body which could give voice to the collective interests of employers at a time when tripartite consultation at the national level was taking on greater importance.

Following independence, the ILO therefore organized a seminar for the representatives of the existing sectoral employers' organizations to raise their awareness of the need for a national employers' organization. It was pointed out that there were considerable advantages to be derived from setting up such a body, not least the weight that it could give to the point of view of employers in policy discussions with the Government on national issues. As a result of the seminar, a body was set up with the mandate to establish a national employer's organization. The ILO provided this body with various types of assistance, including copies of the constitutions of employers' organizations from neighbouring countries.

Once the Namibia Employers' Federation (NEF) was founded, the ILO continued to provide assistance to help it increase its membership, define its role and develop a capacity to provide services to its members. In 1993 it organized a seminar concentrated on the role of employer's organizations in economic development, including management development. The seminar drew speakers with experience of the subject from Kenya, Nigeria and Swaziland. The NEF is now the natural source of employer's representation at the national level in industrial relations activities and on tripartite policy bodies, such as the Labour Advisory Council.

The ILO is investigating options for the provision of further assistance to the NEF and is seeking to make employers in other countries in the region aware of the benefits of establishing a national organization to represent their interests.

emphasized in a productivity project which commenced in July 1993 and covers a number of countries in Asia, Africa, Latin America and the Caribbean. The project focuses on cooperation between management and labour at the enterprise level for the achievement of productivity improvements. The results so far have been encouraging and a similar approach will be adopted in the field of occupational safety and health.

Activities were also undertaken to improve the capacity of employers' organizations to provide services to their members and to contribute to national policy-making on issues which are of particular importance to them. In this context, regional meetings for employers in Latin American and Africa considered various aspects of labour market policies against the background of structural adjustment. Several meetings, in addition to covering the structures and functions of employers' organizations, focused on productivity improvement, the development of small enterprises, new trends in skills training, social security and environmental issues. Training was carried out in the Philippines on human resources development and seminars were held on international labour standards in a number of African and Asian countries.

The capacities of employers' organizations were also developed through a number of technical cooperation activities, including a project on human resources development and industrial relations covering several countries and a project on small enterprise development in West Africa. An environmental management project resulted in the participating countries setting up a network of environmental focal points. Assistance was also provided for the organization of training seminars by employers on the integration of women into social and economic development. These activities were complemented by a technical cooperation project in Latin America and will lead to the formulation of guidelines to assist employers' organizations in the provision of training programmes on women's issues. In support of these activities, a training package was completed on negotiations and collective bargaining and a study undertaken of the financial participation of employee stock-ownership programmes (ESOPs).[16]

Further activities in favour of employers' organizations in the regions are described in Chapter 4.

Workers' activities

The existence of effective and democratic workers' organizations is a vital component of tripartism and democracy. They constitute an essential counterweight to employers' organizations and are capable of acting as dynamic agents of social and economic change, particularly in respect of vulnerable groups of workers. The ILO's work in relation to workers' organizations therefore concentrates on establishing and strengthening free, independent and democratic organizations for the protection and promotion of workers' and trade union rights; and enhancing the capacity of trade unions to participate effectively in industrial relations systems and the economic and social decision-making process. Emphasis is also placed on promoting the representation of women in trade union activities (see Chapter 4 for a description of these activities). These objectives are pursued through the maintenance of close relations with international and national workers' organizations and the provision of an extensive workers' education programme. The means of action used included technical cooperation and advisory activities, the production and publication of manuals, study guides and teaching aids, the organization of meetings and seminars and the provision of a programme of fellowships.

The rapid changes in the social and political systems of many member States during the biennium meant that workers' organizations had to adapt their role to new and emerging national systems. The transition to a democratic system and a market economy in the countries of Central and Eastern Europe has resulted in the emergence of completely new decision-making institutions. In order to help the workers' organizations in these countries to play their role in the newly established industrial relations systems and in collective bargaining, ILO assistance took the form of educational activities to familiarize workers' representatives with the basic purpose of collective bargaining in a market economy, the means through which it is pursued and the most relevant international labour standards.

Similarly, during the period of democratization in many African countries, emphasis was placed on the provision of technical assistance and advice to strengthen the capacity of workers' organizations so that they can play their full role in the emerging democratic institutions. Special attention was paid to the progress being made towards democratic rule in South Africa, which is being spearheaded, together with other democratic organizations, by the South African labour movement. Technical and advisory services were provided and excellent relations maintained with the principal trade union organizations in the country, the Congress of South African Trade Unions (COSATU) and the National Council of Trade Unions of South Africa (NACTU).

Workers are often less well organized in rural than urban areas. Because of the high incidence of self-employment and casual employment among rural workers, more traditional forms of collective bargaining, such as those followed in industrial sectors, are not particularly relevant to their needs. However, an effective strategy of increasing the membership of rural workers' organizations is to provide services which are not supplied by any other organizations, such as training and information to promote self-employment opportunities, particularly for rural women workers. Seminars and other educational activities were therefore undertaken to increase the capacity of workers' organizations to supply these services. Some rural workers' organizations have achieved notable success in the provision of services of this type. In order to share the expertise developed by these organizations, study tours were organized for leaders of rural workers' organizations in the Asian region. Study materials were also prepared and seminars and workshops organized on international labour standards for rural workers.

Workers' organizations have a fundamental interest in the observance of international labour standards and are one of the most effective channels for their promotion. During the biennium, ILO support continued to be given to workers training activities on international labour standards in all regions. Training activities were also designed specifically for the trade union representatives responsible for matters relating to the ILO in their respective organizations. These concentrated on workers' participation in the various phases of ILO standard-setting activities and in the supervisory procedures for the application of standards. Information and advisory services on international labour standards, and particularly on freedom of association and the right to organize, were also provided to many national trade union centres in Asia.

One of the most effective means of strengthening workers' organizations and the services which they provide to their members is by developing their workers' education and training capacity. In this context, the ILO financed study grants and fellowships for some 600 trade union leaders and members from developing countries and the States of Central and Eastern Europe to enable them to participate in seminars and courses organized by international trade union organizations and workers' education institutions. Technical assistance was provided to African trade unions to strengthen the planning and administration of trade union training activities, and technical cooperation activities continued to be undertaken to improve the educational programmes provided by trade unions in Botswana, Madagascar, Mozambique and Zambia. These included important components to assist potential migrant workers as well as to facilitate the resettlement of returning migrants and their families. An interregional project covering selected countries in

Africa, Asia and Latin America was undertaken for the development of advanced and specialized trade union training and workers' education, including the production of training and reference materials. In the Arab region assistance was provided to workers' organizations to increase the pool of trade union educators. The information and advisory services provided in the region concentrated on tripartite principles and practices. Workers' education seminars were also organized in the occupied Arab territories (the West Bank and Gaza) for Palestinian trade unions. Workers' education material, some in Arabic, and a video on the ILO were provided to the trade unions in these territories.

If workers' organizations are to participate effectively in decision-making processes at the various levels in respect of social and economic matters, they need to have a good understanding of the issues involved. Subregional seminars provided an opportunity for the trade unions of countries involved in economic integration processes to discuss the impact of trade agreements and the establishment of common markets on workers' rights, working conditions and employment. Seminars were held for this purpose in the countries covered by the MERCOSUR agreement in the southern cone of Latin America. Regional and national seminars were also held for certain countries in Africa, Asia, the Caribbean and Central and Eastern Europe to improve understanding and consider responses to the challenges resulting from the introduction of structural adjustment programmes. Seminars on the impact of structural adjustment measures on rural and plantation workers were also organized in Asia. In support of these activities, a study guide was prepared for trade union leaders on structural adjustment.[17]

An important aspect of the work of workers' organizations is to insist on high standards of safety and health and to improve the working and general environment. In support of this function of trade unions, occupational safety and health and environmental training activities continued to be carried out in a number of Asian and African countries. An interregional project focused on the development of a trade union programme on the environment and sustainable development and included the preparation of training and reference materials on these issues.

Further activities in favour of workers' organizations are described in Chapter 4.

Trade unions and the environment

Awareness is increasing among trade unions of the importance of environmental factors in achieving sustainable development. A link is therefore being made in workers' organizations between safety and health at work, the working environment and the general environment. Some trade unions already include more general environmental questions in their bargaining and other activities. For the ILO, the challenge is to stimulate further awareness of environmental questions and their more widespread inclusion in trade union activities.

In the lead-up to the United Nations Conference on Environment and Development (UNCED), held in Rio de Janeiro in June 1992, regional and subregional seminars were held to encourage workers' organizations to contribute to national preparatory activities for the Conference, which a number of them did.

In the follow-up to UNCED, an international symposium on workers' education and the environment was held in Geneva in October 1993 to identify effective means of advancing environmental concerns in support of sustainable development through workers' education programmes and trade union initiatives. The symposium adopted conclusions which called for the development by trade unions, within their broader agenda, of an environmental policy outlining long-term goals and the strategies for their achievement. Trade union experience in occupational health and safety should be used as a basis for the development of a broader framework of actions, including the setting up of joint union/management committees at the workplace to deal with environmental issues. Trade unions should also form alliances with workers and other organizations to promote common policies, including action in relation to transnational operations. They could use their traditional collective bargaining skills to incorporate "green" clauses into agreements.

The conclusions of the symposium also laid claim to certain rights, such as the right of workers and their organizations to refuse to carry out environmentally unfriendly acts. Other rights should include the right to information on the substances used at the workplace, the right to participate in workplace environmental audits and the right to legal protection (whistleblower protection).

The symposium made a number of calls for action by the ILO, including the integration of environmental and sustainable development considerations into its activities, projects and programmes.

Notes

[1] *Report of the Committee of Experts on the Application of Conventions and Recommendations*, Report III (Part 4A), International Labour Conference, 79th Session 1992, and 80th Session 1993.

[2] *Minimum wages: Wage-fixing machinery, application and supervision*, Report III (Part 4B), International Labour Conference, 79th Session 1992.

[3] *Workers with family responsibilities*, Report III (Part 4B), International Labour Conference, 80th Session 1993.

[4] *Prelude to change: Industrial relations reform in South Africa*, Report of the Fact-Finding and Conciliation Commission on Freedom of Association concerning the Republic of South Africa, in *Official Bulletin*, special supplement, Vol. LXXV, 1992, Series B.

[5] *World Labour Report 1993*, Vol. 6.

[6] *Labour Law Documents*, 1992/1,2,3 and 1993/1,2,3.

[7] *Towards social dialogue: Tripartite cooperation in national economic and social policy-making* (forthcoming).

[8] *Equal pay protection in industrialised market economies: In search of greater effectiveness*, by F. Eyraud et al.

[9] *Rôle des organes consultatifs* (provisional title), by A. Brehaye (forthcoming Labour Administration Branch document).

[10] *Labour inspection systems and labour inspectors' training policies*, by J.-M. Derrien, D. Xirau and A. Cano, Labour Administration Branch Document No. 34 (English, French and Spanish).

[11] *L'inspection de travail et le travail précaire*, by J.-M. Derrien (forthcoming Labour Administration Branch document).

[12] *Labour inspection in forestry and sawmilling*, by H. Jokiluoma (forthcoming Labour Administration Branch document); *The role of labour inspection in the petroleum producing industry (exploration and exploitation)*, by D. Finnestad (forthcoming Labour Administration Branch document).

[13] *Formation des formateurs pour les services de l'emploi* (manuscript available).

[14] Papers on employment services include: *Public employment services and labour market information*, by L. Bellmann and V. Walwei (forthcoming Labour Administration Branch document); *Employment counselling, career guidance and occupational information provided through a public employment service*, by M.C. Casserly (forthcoming Labour Administration Branch document); *L'informatisation des services publics de l'emploi*, by N. Hattab (forthcoming Labour Administration Branch document).

[15] *Managing an employers' organization and its changing role*, by S.R. de Silva, ACT/EMP/13.

[16] *Financial participation by employees: Issues for employers' organizations*, by C.S. Venkata Ratnam (forthcoming ACT/EMP publication).

[17] *Structural adjustment: A guide for trade union leaders*, by A. Navamukundan (forthcoming occasional paper).

Employment and human resources development

2

This chapter covers the ILO's activities during the biennium related to employment and development. Taking as their basis the institutions described in the previous chapter, namely international labour standards, labour legislation, labour administrations and, in particular, the principle and practice of tripartism, these activities were undertaken with the broad aim of extending access to employment, including self-employment, to as many categories of the population as possible. Advice on the adoption of economic and employment policies which promote development with equity, and on the potentially negative social and economic impact of policies which have the effect of aggravating exclusion, was an essential component of this work. Emphasis was therefore placed during the biennium on providing a solid basis for the ILO's policy response in the context of the adoption by many member States of structural adjustment programmes. Another fundamental issue which was addressed in this work, in particular by the International Institute of Labour Studies, is the continuing relevance of international labour standards in a rapidly changing policy environment. In all this work, a major concern was to ensure that policy-makers in member States were in a position to base their decisions on a sound knowledge of the situation in their own labour market. Analyses were therefore made of national labour markets and work was undertaken to develop labour market information systems, and particularly systems for the compilation of internationally comparable labour statistics.

The chapter also covers the activities carried out by the ILO and the Turin Centre in the field of human resources development, where emphasis was placed on identifying skill needs, adapting training policies and systems to respond to them as efficiently as possible, and extending access to training to vulnerable groups of the population.

The most practically-oriented of the ILO's employment-related activities, namely those in the fields of employment-intensive works programmes and the development of cooperatives and enterprises, including micro-enterprises, are also included in this chapter. In these areas the ILO's work makes a direct contribution to poverty alleviation through the extension of employment opportunities, and the development of organizational skills and structures to support marginal groups in the population, including workers in the informal sector and rural areas.

Structural adjustment

Structural adjustment policies, especially those which form part of the conditions for the use of International Monetary Fund (IMF) resources and World Bank credits, have been a dominant influence in the development field since the early 1980s. Over the years, and in line with the position taken by the ILO, the emphasis of adjustment policies has evolved. Greater consideration is now given to the "human face" or the "social dimension" of adjustment. However, broad agreement on the objectives of the new adjustment policies, such as stronger growth, human resources development and social acceptability, does not automatically imply agreement on the policy instruments adopted; many of these, such as wages and training policies, labour market regulation, social security and the impact upon employment and incomes of monetary, fiscal and price policies, fall directly within the competence of the ILO.

An interdepartmental project on structural adjustment was therefore established to strengthen and coordinate the ILO's policy response and to provide advisory services in the context of the new generation of adjustment policies. This work provided important inputs for the ILO's continuing dialogue on this subject with the International Monetary Fund and the World Bank, and for the ILO's preparations for the World Summit for Social Development (1995). The policy orientations which were developed were also used in support of advisory services for the formulation of national policies, particularly in Barbados, Costa Rica and Zimbabwe.

The relationship between the application of international labour standards, the development of new standards and the process of structural

Policy advice on structural adjustment: The case of Zimbabwe

The Government of Zimbabwe launched its Economic and Structural Adjustment Programme (ESAP) in the spring of 1991. The principal aims of the programme were to put the economy on a higher growth path and to increase access to foreign exchange by removing controls and attracting foreign loans and investment. However, various elements of the structural adjustment programme, and particularly devaluation, the removal of many price controls and the liberalization of exports, combined with the effects of the 1992 drought, have caused major economic imbalances in the Zimbabwean economy. In April 1993 the Government requested ILO assistance in the formulation of policy advice and proposals to safeguard employment and social objectives during the process of adjustment.

The ILO's recommendations[1] pointed to the need for an integrated long-term strategy to create employment and growth. Although a social development fund was established to cope with the social dimensions of the adjustment programme, it has only been able to compensate a small proportion of those affected. The fund would be more effective if it were directed towards employment creation programmes.

Despite the success achieved by Zimbabwe since independence in increasing the educational level of the population, a human resources development strategy is also needed. An analysis should be made of the implications of structural adjustment on the demand for skills, the appropriateness of the introduction of fees and other cost recovery measures in the education and training system, and the problem of how to provide training to the rural and urban informal sectors.

In order to remedy the fall in investment in the manufacturing sector, which is a major cause of concern, measures will have to be taken to encourage both domestic and foreign investment. The remaining bureaucratic barriers to foreign investment should be removed and a climate created which is at least as attractive as that of other countries in the region. In the agricultural sector, where price rises have benefited only large-scale farmers, the policy of reducing marketing support, withdrawing fertilizer subsidies and cutting agricultural development work needs to be reversed in order to provide practical support to communal farmers and agricultural workers, who make up the majority of the active population.

These recommendations were submitted to the Government of Zimbabwe, with the support of UNDP, at the end of 1993. A national seminar to discuss the findings is scheduled for March 1994.

adjustment has not always been clear. Some protagonists of structural adjustment policies argue that international labour standards contribute to labour market inflexibility and therefore hamper the process of structural adjustment and future employment growth, whereas others express concern that an important element of structural adjustment policies has been to reduce worker protection in order to launch a development process based on purely economic objectives. In national and international policy forums, little has been done to resolve this controversy. In order to contribute to the policy debate on this issue, an overall analysis[2] was carried out, based on a number of country studies,[3] a review of the available literature and interviews with officials of the international financial institutions. The findings of this analytical work are that many ILO standards can be of relevance in guiding current processes of labour law reform. Although the ILO's standards may not address all the issues involved, they can be instrumental in achieving a balance between excessive state regulation and an arbitrary removal of existing guarantees. It has also become apparent that in many cases national labour legislation can be adapted to changing circumstances taking account of existing international labour standards.

A key element in the achievement of greater equilibrium in national economies is to bring the state budget under control and reduce the public sector deficit. Many options are available to governments in order to achieve these objectives, including restructuring the levels of existing taxes and the methods for their collection, raising new levies, restructuring public services and cutting public expenditure. In a paper on the role of fiscal and budgetary policies in the context of structural adjustment policies,[4] it is argued that one of the easiest and most commonly adopted options, cutting expenditure on public services, is perhaps one of the most harmful measures. In terms of the lasting harm done to the population as a whole, and particularly the most vulnerable categories, primary and secondary education and basic services in health clinics are the least suitable targets for reductions in public expenditure. More promising areas for cuts in expenditure are defence and the civil service. In comparison with spending cuts, measures to raise revenue have the advantage that they are more likely to fall on those who are able to pay than on the extremely poor. Public utility prices, user charges, privatization, the institution of a land tax and levies on polluters are all identified as relatively fair means of raising revenue around which a broad social consensus can be built.

In the effort to reduce budget deficits, public sector payrolls are a prime target for retrenchment measures. An overall analysis of public sector adjustment through retrenchment[5] is being prepared, based on case studies of Bulgaria, Chile, Hungary, Pakistan[6] and Poland.[7] The studies found that, in the first instance, adjustment in public services and publicly-owned enterprises gives rise to recruitment freezes, which affect new entrants to the labour market. Where redundancies are needed, the first to be retrenched are usually ad hoc and low-income workers. Furthermore, in countries in transition, as well as developing countries, retrenchment is more severe in manufacturing than in services activities, probably due to less severe budget constraints in the services sector. In general, retrenchment policies appear to have a proportionately greater effect on the more vulnerable workers, and special protection measures are therefore needed.

An analysis was also made of the role of wages in public sector restructuring[8] on the basis of case studies carried out in Argentina, the Republic of Korea, Mexico, the Philippines, Zambia and Zimbabwe. Most of these countries experienced a process of public sector wage deterioration. Common features identified included wage contraction preceding employment retrenchment at the beginning of the adjustment period. Wages in public sector enterprises tended to be lower than in those of the public service. A common response to the crisis was the adoption of lump-sum wage increases for all categories of public sector workers. However, this resulted in a compression of the wage scale and contributed to lower levels of motivation. It was also found that excessive wage declines resulted in the loss of the most capable members of staff, higher rates of absenteeism, a greater incidence of public employees taking on second jobs and a deterioration in the quality of the services provided.

With a view to investigating internal manpower needs in a changing public sector environment, a policy paper[9] was prepared on the basis of country studies in Argentina, Malaysia, Mali, Mauritius, the Philippines and Senegal. The paper argues that the public sector needs to cooperate more with the private sector and have the ability to control it through consultation and regulations. The measures adopted under structural adjustment policies, often based on a negative perception of the public sector, have rarely contributed to changing the role of the sector in this direction.

Privatization is another of the policy orientations commonly followed as part of structural adjustment programmes. Various degrees of privatization and their impact on public sector policy-making were analyzed[10] on the basis of work carried out in Bulgaria, the Czech Republic, Hungary, Poland and Slovakia. This work provided inputs for a subregional seminar on public service reform for Central and Eastern Europe and for the provision of advisory services on training needs in newly privatized enterprises and their implications for public sector training policies. An analysis was also made of privatization in various public enterprises (electricity, water and transport) in Africa.[11] This found that the privatization of the whole of a utility, such as electricity supply, has often been more effective in terms of the efficient provision of the service than privatization which is confined to parts of the utility. However, the charging of "realistic prices", which is often an outcome of privatization, leads to greater exclusion. This is illustrated by situations in some developing countries where many categories of the population are no longer able to afford "public" transport; in others the extension of the provision of running water to the poorer members of society is hampered by higher installation charges.

The social dimension of structural adjustment often takes the form of "compensatory measures" designed to mitigate the social costs of adjustment. These measures vary, but tend to include social transfers, such as food subsidies and family allowances, and direct or indirect employment creation programmes, which often take the form of assistance for the creation of enterprises, credit facilities and emergency employment programmes. These measures are frequently implemented through independently managed social funds. With the aim of broadening understanding of the various types of compensatory measures which can be adopted and their effectiveness, case studies were undertaken in ten developing countries on the functioning of compensatory programmes in the new generation of adjustment programmes.[12] The investigation found that social employment measures are not always in harmony with the underlying aims of adjustment programmes. In this context, a distinction should be made between social and economic policy. Social policy should be designed to achieve a gradual increase in the coverage of basic needs in the fields of health care, education, drinking water and sanitation, as well as providing a minimum level of social protection to the most vulnerable groups. Investments in employment creation activities should be harmonized with long-term employment objectives by concentrating on measures which raise the productivity of as many workers as possible. In low-income countries this means workers in the agricultural sector. Investments in employment creation should therefore give priority to labour-intensive measures which can have a substantial impact on productivity in rural areas, such as constructing feeder roads, combating soil erosion, extending irrigation and improving marketing and storage facilities. In order to guarantee their effectiveness, all investments should be designed and executed in close cooperation with the populations concerned.

The sustainability of structural adjustment measures is largely conditioned by the degree of consultation on which they are based and the efforts to reach consensus which precede them. In order to support increased participation by workers' and employers' representatives in the choice of adjustment measures, an investigation was carried out in Argentina, India, Mexico, the Philippines and Zambia of existing mechanisms for consultation with the social partners during structural adjustment and their applicability to developing countries.[13] A national seminar was held in the Philippines on the involvement of the social partners in the process of adjustment. The findings from these activities will be contained in a guide which is being produced for trade union leaders to assist them in the negotiation of adjustment policies[14] and in a paper that was prepared to enable employers to appreciate their role in structural adjustment.[15]

Employment strategies

The adoption of well-conceived employment strategies, based on a sound knowledge of the national economic and labour market situation, is essential to the achievement of sustainable development which benefits all categories of the population. The objective of the ILO's work in the field of employment strategies is therefore to assist member States formulate and implement comprehensive employment and development strategies which enhance sustainable employment growth. This includes considering the need for structural adjustment and its effects, as well as the impact of new technologies.

With a view to evaluating the role and impact of government policy on the employment situation in the context of structural adjustment, studies were undertaken in Chile, Indonesia and the United Republic of Tanzania.[16] Based on these studies, an overview paper[17] identified two obstacles to the development of a sound methodology for employment planning during structural adjustment. One of these obstacles is that, although information is available on the size and composition of the labour force, it is not used when decisions are taken concerning the speed and sequence of adjustment measures. In such cases, it is important to carry out the necessary manpower analysis in order to demonstrate to financial policy-makers how the various policy options available to them affect employment levels. The second type of obstacle is that, although policy-makers are concerned about the effects of various adjustment measures on employment, they lack the necessary data to examine how these measures affect jobs in both the formal and informal sectors. The existence of this type of situation suggests that governments should increase support in the area of data gathering and the establishment of good labour market information systems.

Several projects were undertaken to strengthen national capacity for employment planning. These projects addressed issues such as increasing the capacity of ministries to link policy formulation with employment-intensive growth, and strengthening their capacity to monitor employment and formulate policies. Other projects in more than 20 countries sought to integrate population and human resources issues into development planning.

Work was also undertaken to identify alternative structural adjustment policies. In this context, several country case studies looked at the effects of adjustment on employment and income distribution. A summary report[18] discussed the options available to these countries to vary the phasing of their adjustment measures or to take entirely different measures in order to increase employment during the process of transition.

One aspect of the internationalization of the world's economy has been the establishment by many countries of export processing zones (EPZs) to attract foreign investment, particularly from multinational enterprises. In some of these zones governments have adopted a policy of waiving the application of labour legislation, while in others conditions of employment have tended to deteriorate as a result of inadequacies in labour inspection and the machinery for enforcing labour laws. Six country case studies were carried out during the biennium of the social and labour practices of enterprises based in EPZs.[19] Information on developments in EPZs was also collected through the fifth survey on the effect given to the ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy, which was completed during the biennium. Advisory services on labour policies and practices in EPZs were provided to countries which are considering the establishment of such zones, including the Islamic Republic of Iran, and to governments and the social partners in countries intending to expand EPZs, such as Kenya and Nigeria. In the context of initiatives to resolve labour problems in EPZs in the Dominican Republic, consultations were held with the government and with representatives of employers' and workers' organizations, and a round table was organized to increase awareness of the content of the Tripartite Declaration.

Legislative and policy reforms in the field of foreign investment are leading to the emergence of an integrated international production system in which multinational enterprises play a leading role. However, concern is often voiced that the social and labour implications of these developments are not being adequately addressed, either at the national level or in the international financial institutions. With a view to influencing policy formulation on this issue, the ILO published a study on *Multinationals and employment: The global economy of the 1990s*.[20] This study is being used as an input into the United Nations *World investment report 1994: Transnational corporations, employment and the workplace*, one chapter of which will focus on the Tripartite Declaration. The translation of the Declaration into 29 languages, including Eastern and Central European languages, Farsi, Korean and Thai, will facilitate the work of increasing awareness of its principles at the national level, and particularly in developing countries.

Work continued during the biennium on the development of a framework for the analysis of trends in poverty and the identification of policies to take account of the economic and social conditions of the 1990s. A detailed compendium of data on poverty[21] was published and will be updated on a regular basis. The central role of the agricultural sector in employment creation and poverty alleviation was addressed in an ILO publication concerning Third World agriculture.[22] This work was complemented by a study on Africa which described the implications for structural adjustment programmes of changes in rural-urban income distribution.[23] Analytical work on rural labour markets also focused on changes in rural areas, and particularly the growing importance of non-farm activities. This work supported the provision of a variety of ILO advisory services. For example in Uganda these concentrated on poverty alleviation and formed the basis of a tripartite workshop on employment planning organized by the Ministry of Labour. In the Americas advice was provided to the Government of Mexico on policies and programmes for rural areas in the context of recent economic reforms. A subregional seminar was held on poverty alleviation in the rural areas of Central America.

Over the years, the ILO has developed considerable experience in the design and implementation of employment-intensive works programmes as a major means of combating poverty. During the biennium, assistance continued to be provided to member States on the formulation and implementation of policies which maximize the impact of investments on employment generation and poverty alleviation. This objective was pursued through technical cooperation projects in some 40 countries, mainly in Africa. Advisory services and training continued to be provided through a regional programme for Eastern and Southern Africa on the choice of labour-based techniques and the promotion of small-scale enterprises to carry out infrastructure projects funded by the public sector. Cooperation with the Governments of Egypt, Madagascar and Rwanda on the establishment of social development funds resulted in the preparation of programmes targeted at the unemployed and low-income groups. With a view to extending the principle of collective bargaining to the informal sector, new modalities for making contractual arrangements were tested successfully. The introduction of participatory approaches into multi-sectoral employment generation projects in Mali, Nepal, Sudan and the United Republic of Tanzania proved instrumental in improving the organizational and negotiating capacity of low-income beneficiary groups.

In the context of the development of employment opportunities in rural areas, work was undertaken on the relationship between environmental,

Poverty alleviation in Tunisia

Over 30 years ago Tunisia adopted a development programme designed to transform its agriculture-based economy into a modern economy. These development efforts led to a decline in the number of people living below the poverty line, from one-half of the population in 1966 to around 20 per cent in 1991. By 1990, with an annual per capita income of $1,440, Tunisia had joined the ranks of the middle-income countries. However, over one-and-a-half million Tunisians continue to live in poverty. An ILO evaluation of the Tunisian experience published in 1991[24] concluded that, despite the impressive achievements over the past three decades, the problem of poverty remained important.

To deal with this situation, the Government of Tunisia requested the ILO's assistance in the formulation of a plan of action to combat poverty. Based on a survey of poverty in the country, the ILO's policy recommendations[25] centred around the need to consolidate the numerous programmes and funds which had been established over the years. This consolidation could form the basis of a coherent and cost-effective anti-poverty programme designed to take into account the new orientations of the Tunisian economy, and particularly the shift towards a market economy. The two principal components of the recommendations are: a social solidarity programme to provide direct social transfers to the very poor, primarily through a social solidarity fund; and an economic and social programme designed to integrate the poor and vulnerable categories of the population into economic life, mainly through employment creation measures.

The guiding principle underlying the recommendations is a shift away from the "hand-out" approach, under which the poor depend on the State, to a strategy to integrate them into mainstream economic and social life. This is to be achieved without adding to the existing bureaucratic structures and with the active involvement of NGOs, particularly at the regional level, and of employers' and workers' organizations.

The proposals were refined following consultations with the representatives of the principal parties concerned at a meeting in October 1992. By September 1993 the programme proposed by the ILO had been endorsed by a special meeting of the Tunisian cabinet, chaired by the President. The stage is therefore set for the creation of the funds and the implementation of the programme.

employment and technological issues. A review covering several countries provided evidence to support the hypothesis that distorted incentive structures and inequalities in agrarian systems often contribute to environmental degradation and to the destruction of the livelihood of the population in ecologically fragile regions. Studies found that, if environmental conservation policies are to be effective in achieving the objectives of poverty alleviation and sustainable development, they have to include incentives to encourage crop diversification, the adoption of sustainable agro-forestry practices, and specific measures to encourage the development of non-agricultural employment opportunities in rural areas. Further studies provided evidence of the employment generating capacity of certain environmental conservation measures. Others pointed to the existence of environmentally friendly biotechnologies which can also generate employment, although financial and legal barriers often impede the access of developing countries to these biotechnologies.[26]

Active labour market policies

In order to be effective, labour market policies must improve access to employment and incomes and create favourable conditions for economic growth with employment security, thereby reducing the impoverishment of vulnerable groups. In order to deal with weaknesses in the labour market, policy-makers have to be able to base their decisions on reliable and up-to-date information on the employment situation. With a view to improving labour market information systems (LMIS) in member States, methodologies were developed for monitoring poverty; new approaches were also identified for measuring the labour force participation of women and including information on women in labour market information systems. In addition, a series of enterprise surveys were conducted as a basis for analysing the functioning of labour markets. Assistance to member States was provided through several technical cooperation projects, including a project to develop labour market information systems in support of employment policies in Portuguese-speaking countries in Africa.

One focus of the ILO's work in relation to active labour market policies during the biennium was on the employment problems associated with the transition from centralized planning to a more market-oriented economy. Much of this work focused on Central and Eastern Europe and the countries of the former USSR. The work was based on the collection and dissemination of labour market information and the analysis of labour markets. Advisory services were provided and technical cooperation activities undertaken in order to: analyse recent developments in employment, unemployment, labour mobility, productivity, real wages and incomes, and wage differentials; examine the employment and social situation of vulnerable groups; and review recent and proposed legislative and policy developments. On the basis of the information collected through these activities, advice was provided on future directions for labour market policies and programmes.

The globalization of production and employment and rapid technological change have resulted in increased labour mobility and the use of flexible employment practices. However, there remains considerable doubt concerning the policies which best enable firms to operate efficiently and adapt swiftly in a changing environment and which also have a positive impact on employment, income security and income distribution. In order to address the extent and nature of flexible labour practices in the labour markets of developing countries, studies were undertaken to evaluate how labour market regulations affect the business strategies of employers and the extent to which the latter rely on non-regular labour and other cost-reducing measures, such as contracting out.[27] Insights into enterprise-level practices were obtained by labour surveys in several countries. For example, a survey in Mexico showed the different ways in which employers have reacted to structural adjustment and the expected signing of the North American Free Trade Agreement (NAFTA). Some are modernizing and developing the skills of their workforce, while others, particularly in smaller firms, are reacting more defensively by retrenching and increasing the proportion of workers who are employed under flexible labour contracts. Several of the studies concluded that government policies to protect workers from labour insecurity should give more attention to methods which encourage employment growth without widening the gap between relatively protected workers and others who work under more casual forms of employment.

Work was also undertaken during the biennium to address the current controversy over the relationship between labour market flexibility and employment levels. In many circles it is argued that steadily rising levels of unemployment are due to the high level of protection provided to workers. The rigidity of labour market mechanisms is seen as being detrimental to economic efficiency and impairing the capacity for structural change.

Studies were undertaken on the labour markets in certain Western European countries.[28] They tended to conclude that unemployment is a complex phenomenon which is also related to difficulties in other crucial areas for the performance of the labour market, such as education, training, labour market monitoring, counselling and placement.

Sound labour market policies depend on the ability of policy-makers to obtain consensus among employers and workers on the broad principles of labour market functioning and economic strategy. Training materials were developed for this purpose and seminars were organized in Kenya and the Philippines to discuss the issues involved and the potential role of trade unions in contributing to policy formulation. Other related activities included the provision of technical assistance to trade union research officers in Asian and African countries on wage developments, labour market trends and structural adjustment.

Labour statistics

Labour statistics in their various forms are the chief means available to policy-makers of knowing what is actually happening in their labour markets and in those of other countries. Reliable statistics are therefore vital for the successful design and targeting of policy interventions. In an increasingly globalized world economy, it is also essential for labour statistics to be internationally comparable. The ILO's statistical activities are therefore aimed at developing international standards for labour statistics; assisting countries to apply these standards and produce useful, reliable and comparable labour statistics; and providing users all over the world with the most important labour statistics for as many countries as possible.

The objective of developing internationally approved guidelines on labour statistics is to assist member States to develop their national statistical systems and reduce incompatibilities between national statistics. This task has been carried out for the past 70 years through the organization of International Conferences of Labour Statisticians (ICLS) and has resulted in the gradual establishment of a body of guidelines on the methodology of producing labour statistics. During the biennium 1992-93 activities to develop statistical guidelines centred around the preparation and finalization of draft

Developing statistics of employment in the informal sector

In many member States, a substantial proportion of employment and income generation has its origins in small production units in the informal sector, which account for up to 40, 55 and 70 per cent of total urban or non-agricultural employment in Latin American, Asian and African countries respectively. Up to now, informal sector activities have been largely ignored by official statistics. Although governments have become increasingly interested in the potential of the informal sector for economic and social development, the sector does not readily lend itself to statistical measurement. The concept of the informal sector is not clear-cut and has been used in different contexts with various meanings. Moreover, in view of the large numbers of units involved and their characteristics, the statistical measurement of the sector requires the modification of traditional survey methods or the development of new methods.

In recognition of the importance of informal sector activities, the Fifteenth International Conference of Labour Statisticians (1993) adopted a resolution on this subject which covers a variety of issues, including measurement objectives for data collection on the informal sector. The resolution provides technical guidelines for the development of suitable operational definitions and classifications of informal sector activities and enterprises which are compatible with other economic and social statistics. It makes a number of recommendations regarding the scope of informal sector surveys and the treatment of cases at the borderline between the informal and other sectors. It also provides detailed guidelines for the design of appropriate data collection methods and programmes, taking into account the measurement objectives and differences in national statistical systems.

The resolution is of major importance to countries where informal sector activities count for a significant proportion of total employment and income generation. It represents a valuable reference document which will help member States to improve their national statistical systems in respect of parts of the economy and the labour force which have so far not been adequately reflected in labour statistics. In confirmation of its importance, the United Nations Statistical Commission has endorsed the resolution and decided to refer to it in the new System of National Accounts "blue" book, which is the single most read and followed publication on economic statistics in all parts of the world. For its part, the ILO is now covering informal sector surveys in its training and technical assistance activities and is planning a technical manual on the subject.

reports and resolutions to be examined by the 15th International Conference of Labour Statisticians. These preparations were carried out in extensive consultation with national experts and the social partners, both through international meetings and by ILO tripartite meetings of experts.

The 15th ICLS was held in 1993 and was attended by delegates from 76 member States, by employers' and workers' representatives nominated by the Governing Body and by representatives of various regional and international organizations, including the United Nations. It revised the existing international resolution on statistics of strikes, lockouts and other forms of industrial action and extended its scope. It adopted a resolution on the International Classification of Status in Employment (ICSE), which takes into account recent developments in the world of work and the diversity of working situations. It also adopted a resolution on statistics of employment in the informal sector (see box). The ILO's work on these latter topics is linked to that of the 1990 World Population and Housing Census Programme and the activities of the United Nations Statistical Commission with regard to the revision of the System of National Accounts.

Assistance continued to be provided to member States to guide and train labour statisticians in the application of ILO statistical standards. This assistance took various forms. Technical advisory services on labour statistics and household surveys were provided to several African countries and support was given to technical cooperation projects in member States in various regions. There was also substantial demand from the new independent states in Central and Eastern Europe for help in developing the statistics required by their new economic systems. Workshops and seminars were therefore organized (often jointly with other organizations, such as the Statistical Office of the European Communities) in many Central and Eastern European countries. An international training course on labour statistics was held at the Turin Centre for English-speaking labour statisticians. It was attended by participants from national statistical offices, ministries of planning or finance and labour ministries and combined theoretical sessions with practical group work using computer technology. It is intended that international training courses of this type should become a regular feature of the ILO's statistical activities.

The dissemination of labour statistics included the publication of the 1992 and 1993 editions of the *Year Book of Labour Statistics*. For the first time, the *Year Books* were sold together with a volume of *Sources and methods: Labour statistics*. The third edition of *Volume 1: Consumer price indices* was therefore issued as a companion volume to the 1992 *Year Book* and the first edition of *Volume 7: Strikes and lockouts* as a companion volume to the 1993 *Year Book*. The issues of the quarterly *Bulletin of Labour Statistics* continued to contain updated statistical tables, methodological information and notes covering a wide range of labour statistics. A separate issue of the *Bulletin* presented the 1991 and 1992 results of the ILO October inquiry on occupational wages and hours of work and on retail food prices.[29]

To facilitate the dissemination of statistical data there were a total of 11 computerized databases, covering labour statistics and their methodologies, estimates and projections of the labour force, the ILO October inquiry, comparable annual estimates of the labour force, employment and unemployment, occupational descriptions, absence from work, the level of education acquired by the economically active population, legal minimum wages, and statistics of household income and expenditure.

Entrepreneurship and management development

Entrepreneurship and managerial competence are receiving increasingly broad recognition as vital ingredients in economic activity, not only in larger enterprises and more formal activities, but also at the level of small and medium-sized enterprises, and increasingly in the context of the informal and rural sectors. In these sectors the development of micro-enterprises and cooperatives which group together individual workers is one of the few effective ways of enhancing the manner in which work is organized, thereby increasing incomes and employment opportunities.

The ILO's activities to develop entrepreneurship and enterprises are therefore highly operational, the most important means of action being technical cooperation and the provision of advisory services. During the biennium activities were concentrated on developing countries which are implementing structural adjustment programmes and on countries undergoing the transition to a market economy. In order to provide a solid and up-to-date theoretical basis for these activities, a series of studies was undertaken on productivity improvement,[30] management development[31] and entrepreneurship development.[32] The findings were disseminated through advisory services, publications and technical meetings and were fed back into numerous technical cooperation activities. In particular, studies were undertaken on the management implications of the transition to a market economy and covered subjects such as managing the privatization process, its major barriers and constraints, and the implications of privatization for human resources management in economies in transition.[33] Policy advice in these areas was provided to a wide range of countries such as Belarus, China, Estonia, India, Kenya, the Lao People's Democratic Republic, Pakistan, Poland, the Russian Federation and Sri Lanka.

ILO technical cooperation activities to develop managerial competence, particularly in the context of structural adjustment programmes and the transition to a market economy, were carried out in around 30 countries in Africa, Asia and Europe, providing assistance to regional and national management development institutions.

With a view to identifying a common conceptual framework for the development of small and micro-enterprises, studies were made of the factors which most influence the creation of enterprises.[34] These studies showed that supporting services in fields such as administration, marketing, financing and technology can assist the development of small enterprises. The findings of the studies will be used for future programme design and for the provision of advisory services for the creation of a business environment which is conducive to enterprise creation and growth.

Revised editions of the publications *Management consulting* and *Introduction to work study* were prepared.[35] A revised international edition of the *Improve your business* training package was also developed and used in ILO projects and other national programmes in around 45 countries. On the basis of an experimental project in Fiji, work was commenced on the development of a similar package, *Start your business*. Both packages adopt an integrated approach, consisting of basic business training (bookkeeping, effective pricing and stock control), marketing information, business advisory services and access to credit.

In view of the recognized employment potential of small and micro-enterprises, small enterprise development activities suited to the particular needs of member States were undertaken during the biennium as part of

Assisting with privatization in the Lao People's Democratic Republic

In 1992 the Government of the Lao People's Democratic Republic took the decision to privatize a textile centre and a tannery, which had previously been developed with the assistance of an ILO technical cooperation project. Two important considerations in the privatization process were to retain the original development objectives of the textile centre and the tannery, and to develop a national approach to privatization.

Between 1985 and 1991 the ILO had assisted in the establishment of a medium-sized tannery by the municipality of Vientiane and an integrated textile centre by the Lao Women's Union. The main objective of the tannery, which employed a workforce of 30 at the end of the project, was the development of the leather sector in Laos with a view to increasing the incomes of farmers, creating new employment opportunities and generating foreign exchange through the export of processed hides and skins. The objectives of the textile project were to create jobs for rural women through the development of home-based hand-loom weaving, to add value to local cotton production and to develop the export of textile goods. The cotton is processed into yarn at the centre's modern spinning and dyeing plants before being distributed among 400 rural women workers for the production of hand-woven cloth. The cloth is then sent back to the centre, where 100 workers make it into garments and home furnishing goods for the export and tourist markets.

During the biennium the ILO was asked to help the Government work out appropriate privatization agreements with foreign partners. It was decided that the joint venture option was the most advantageous from many points of view, including the need to safeguard the jobs created by the projects. Following this decision, the ILO prepared a brochure on each project, advised the Government's newly established Privatization Committee on the selection of foreign firms, and helped to negotiate joint venture agreements with the two firms which offered the best terms.

After the agreements had been signed, the foreign partners agreed to expand current investments and to diversity production further, as a result of which more jobs will be generated through the export of semi-processed and finished goods. Using the capacity developed in the cases of the tannery and the textile centre, this approach is now being adopted by the Government for the privatization of other state-owned firms.

more general employment creation programmes. In Cambodia, as part of the overall national rehabilitation programme, assistance was provided in establishing local economic development agencies to provide training and facilitate access to credit and employment creation schemes in five provinces.

These agencies quickly became an important part of the national institutional framework and are due to be replicated in the other provinces. In response to the need to create a large number of employment opportunities for the many new entrants onto the labour market in Indonesia, support was provided for enterprise development programmes undertaken jointly by the Government and the private sector.

Access to finance remains a barrier to the development of small and micro-enterprises. An important contribution in this respect was made through an inter-regional technical cooperation project which focused on the development of sustainable mechanisms for the provision of financial services to small and micro-enterprises. In addition to traditional forms of credit, the project investigated the potential of alternative forms of financing, such as venture capital, leasing and mutual guarantee schemes for small enterprises. Assistance in identifying suitable means of facilitating the access to finance of small enterprises was provided to several countries in Asia and Africa. Technical cooperation projects were also undertaken in Bolivia and Central America to help local government agencies and NGOs to streamline and improve the effectiveness of credit schemes designed to create employment and generate income-earning opportunities in the informal sector. Through these projects, assistance was provided for the overall assessment of credit schemes and the development of computer programmes for loan disbursement and monitoring. Staff of government agencies, financial institutions and NGOs were trained in the development and effective operation of these programmes.

Small and micro-enterprises very often need to make technological improvements in order to raise their efficiency and quality so as to increase their competitiveness and sustainability. However, research has shown that the channels which are available to them for the provision of technological information, and particularly government information channels, are often inadequate.[36] Moreover, the information which is available is not always suited to their needs. The objective of ILO activities is to persuade governments to support trade associations, employers' organizations and other groupings which provide a forum for the exchange of the information needed for the successful operation of small and micro-enterprises. During the biennium technical cooperation projects in eight countries concentrated on the establishment of channels to provide these types of information services to small enterprises, especially in the construction, food processing and metalworking sectors. Technological information services continued to be provided for small and micro-enterprises through INSTEAD (Information service for technological alternatives for development).

Cooperatives

The aim of the ILO's activities in relation to cooperatives is the development of democratic and efficiently managed cooperatives capable of supporting the economic activities of their members and making a substantial contribution to national economic and social development.

Recent trends in the restructuring of cooperative movements in developing countries and in countries undergoing the transition to a market economy have increased the need for international coordination in respect of cooperatives. The ILO therefore convened a meeting of experts on cooperatives in March 1993, which was attended by a broad spectrum of experts and observers concerned with cooperative development. The meeting reviewed current practice and provided guidance on international standards relating to cooperatives, cooperative human resources development and the role of cooperatives in the promotion of employment and income in the rural and informal sectors.

During the biennium requests were made by many developing countries for assistance in reducing the role of the State in cooperative development and management and improving the efficiency of the cooperative movement as part of the privatization process. Cooperatives can be a feasible alternative for the privatization of state enterprises, marketing boards and other government services in developing countries and in all countries which are undergoing the transition to a market economy. Technical cooperation activities were therefore undertaken to assist the transfer from government agencies to cooperative movements of various functions, including the storage and marketing of agricultural produce. By way of illustration, in Guinea-Bissau and Gambia projects were prepared to help the national cooperative federations assume government services, such as the supply of production inputs, the collection, storage and export of cash crops, the auditing of cooperative societies and the training of cooperative managers. Advice was also provided on the reform of cooperative legislation, cooperative structures and extension services, and high-level workshops were organized for Belarus, the Ukraine and the Russian Federation. The ACOPAM project developed systems of cereal stores and seed banks in a number of countries which are now under the management of community-based cooperatives. Where these systems have been introduced, spoilage has been reduced, distribution and food security improved and prices stabilized. In addition, certain marketing boards for crops such as cotton have passed from state to cooperative management, with the result that the incomes of the producers have been improved and they have gained more direct access to domestic and export markets.

Many of the members of cooperatives and their families accumulate modest savings, which have enabled them to participate in credit and savings schemes. Measures to develop financial schemes of this type, which require coordination between cooperatives and local banks, NGOs and government agencies, were included in projects in French-speaking African countries, Egypt, Nepal, Bolivia and Central America. Advice was also provided to help to improve the policy and regulatory framework of the financial activities of self-help organizations. Advisory services were provided directly to village savings and credit associations and similar groups, particularly on guarantee funds to facilitate the access of the poor to financial services. Experiences with joint liability and other collateral substitutes were also explored and the findings disseminated.

Self-employment opportunities in the rural sector were created through the development of new cooperatives and the expansion of the activities of existing cooperative societies. Pilot activities were also commenced in India during the biennium to help indigenous and tribal peoples develop cooperative self-help organizations as part of an inter-regional project to support the self-reliance of indigenous and tribal communities.

The lack of qualified persons to act as cooperative managers and committee members has resulted in the failure of many cooperative societies as business enterprises or the transfer of control from their membership to the State. Human resources are therefore a key factor in both the economic viability and democratic control of cooperatives. In this context, support

Cooperatives on reclaimed land in Egypt

The Government of Egypt has been reclaiming arable land from the desert for over 40 years. Much of this land has been settled by landless farmers, who previously survived as seasonal agricultural labourers, and by other workers, including unemployed graduates. Although they are organized into cooperatives, the settlers have little knowledge of how to run a cooperative. Moreover, the former agricultural labourers often find that their skills are unsuited to the type of land and to their new situation as owner-occupiers of farm land.

In order to help the cooperatives achieve self-reliance, ILO assistance has concentrated on the development of a small number of cooperatives as models to be replicated by the other settlers on the new lands. Of the 240 cooperatives which have been established, the first two phases of the ILO project (1984 to 1991) concentrated on 20 model cooperatives in ten pilot zones. The third phase, which commenced in 1992, is focused on ten cooperatives in another five pilot zones.

In the pilot zones a variety of crops have been identified and developed. The market for the settlers' products has been extended through the development of storage, marketing and distribution systems, and a pilot processing plant for fruit and vegetables is being set up. Additional employment opportunities have been created for women workers, including weaving, handicrafts and clothes and carpet-making. An important component of the third phase of the project is the establishment of a revolving loan fund for settlers, rural women workers and their cooperatives to help them with the initial outlay of starting up or extending their activities.

Training centres have been set up in each of the 15 pilot zones. Training has been provided for 11,000 members of the model cooperatives and another 44,000 settlers. The target for the third phase is approximately 80,000 low-income settlers. The training has been particularly successful in attracting women cooperative members, who have shown a willingness to attend courses and take on new income-earning activities.

The skills developed and the varied activities pioneered in the pilot cooperatives have improved their economic performance and emphasized their value as models for other settlers. So that their replicability is maximized, seminars, workshops and study tours are being organized for groups of cooperative leaders from other settlement areas in Egypt in order to provide them with an opportunity to exchange experiences and observe the results achieved in the pilot areas and demonstration plots.

continued to be provided for the upgrading of cooperative management programmes through a network of national training specialists using MATCOM (Material and techniques for cooperative management training), which is currently in use in 60 countries. Assistance was also provided for the development of new low-cost participatory training techniques, such as distance learning, in cooperation with the International Cooperative Alliance (ICA) and networks of training institutions such as ALCECOOP in Latin America. An interregional programme was launched to support networks of cooperative training institutions (COOPNET) in their efforts to improve and standardize training materials and techniques, exchange training expertise and improve the management of training institutions.

The democratic control of cooperatives and the expansion of their business activities has been curtailed in many developing countries by cooperative legislation which gives the State the power to regulate and control cooperative societies. In some cases, as in the former socialist countries, this has resulted in a popular aversion to joining cooperatives and has therefore hampered the processes of privatization and the creation of self-employment opportunities. The ILO therefore assisted the reform of cooperative legislation by advising on how to simplify and liberalize registration procedures and requirements and limit government intervention in the management and business operations of cooperatives. Advisory missions of this nature were undertaken to Cameroon, Namibia, Niger, Swaziland and Fiji, and the ILO participated in the consultancy group of the International Cooperative Alliance on the updating of the traditional basic values of cooperation for inclusion in national cooperative legislation.

Training

Training systems which provide effective and accessible pre-vocational and career-long training can play an important role in achieving enhanced productivity, greater social equality and more efficient labour markets, as well as improving the status of vulnerable categories of the population, such as workers in the informal sector and persons with disabilities. In its work in the field of training, the ILO therefore gave priority to the formulation of training policies by governments, employers and workers which respond to the current rapid changes in training needs, particularly in countries undergoing the transition to a market economy. Emphasis was placed on improving skills and incomes at the local community level, promoting training opportunities for women and persons with disabilities and developing training in support of environmentally sustainable development. These objectives were pursued through a closely coordinated programme of research and advisory activities.

In view of the need to design training policies which can cope with retraining requirements under conditions of adjustment and restructuring, studies were undertaken to compare methods of programme formulation.[37] These covered the identification of training needs, the content of training programmes and the ways in which training is linked to other labour market interventions. They also examined the different modes of training delivery, such as on-the-job training, courses in training institutions, apprenticeship systems and various combinations of work and training. On this basis, an analysis was made of factors which can have a significant impact on the effectiveness of the various types of retraining programmes. In general, it was found that training which included work experience was much more effective in improving the employment potential of trainees. One particularly cost-effective method of improving the employment prospects of trainees, particularly for formal sector jobs, is through the inclusion in training programmes of components on how to go about looking for jobs and how job applicants should present themselves. Methodological guidelines[38] were also produced on the evaluation of various aspects of training policies, including skill mismatches, the identification of skill needs in the context of structural adjustment policies and the relationship between labour market regulations and training outcomes.

These activities provided the theoretical basis for the ILO's policy dialogue with member States. Reviews of national vocational training systems were undertaken as a basis for the provision of policy advice, the identification of options for the reform of training systems and the formulation of training programmes. More specifically, advisory services were provided to a wide range of countries in Africa, Asia and the Middle East on skills training options as a key component of employment policy. Advice provided to certain countries concentrated on the implementation of new policies for vocational training to enhance employment and self-employment opportunities. In other cases greater emphasis was placed on the reform of training systems in economies undergoing the transition to a market economy within the framework of more general employment and human resources development projects.

The decentralization of decision-making powers from national to regional or local training authorities, or even to individual training institutions, is often an effective means of ensuring that the training provided corresponds more closely to the skills requirements of local employers. Several studies were undertaken to evaluate the methods used to decentralize decision-making.[39] In order to strike a compromise between the need for national skills standards and local skills requirements, some institutions or local training authorities have been given the freedom to determine the content of a specific proportion of their total training programme. The findings of this analytical work served as the basis for the provision of policy advice and the design of training programmes for member States.

As awareness grows of the need to achieve sustainable development, particularly following the United Nations Conference on Environment and Development (UNCED), the call for environmental components in vocational training courses is increasing. As a basis for the ILO's future work in this field, a review was undertaken of national experiences of environmental training in order to identify common characteristics.[40] The review highlighted the fact that the adoption of environmental policies will require a massive expansion of environmental education and training at three levels. In the first place, in order to achieve widespread knowledge of environmental factors, educational activities to promote environmental literacy need to be incorporated into all learning processes, regardless of whether they take place at home, at school or at work. Secondly, environmental awareness training needs to be integrated into on- and off-the-job training, retraining and continuous training programmes, with a view to fostering an environmental quality culture among the workforce. Thirdly, training is needed for policy-makers who decide on environmental policies and professionals who do environmental supervision, monitoring and advisory work.

For the managers of vocational training systems, the implementation of structural adjustment programmes accentuates the need to develop training programmes and methods which are more efficient in developing the skills of the labour force and are effective in giving greater access to training, particularly to disadvantaged groups. To identify cost-effective methods of financing technical and vocational training, 20 case studies were carried out in both industrialized and developing countries.[41] Various financing options were examined, such as the co-financing of training schemes by governments, employers and workers, the financing of vocational schools on the basis of performance, and the decentralization of financing. At the country level, the private sector was actively involved in a manpower training and development project carried out in Indonesia and in a project undertaken in the Philippines to integrate women into the mainstream vocational training system.

In order to accommodate greater flexibility in curriculum design, which is required if training systems are to be able to adjust to the changing skill needs in the labour market, it is necessary to develop an appropriate mix of a broadly based initial training in basic skills and further training in specialized skills which are adapted to the labour market situation. A study was undertaken of the policy responses adopted in industrialized countries in order to achieve greater flexibility in skills training.[42] The rigidities inherent in many vocational training courses consist largely of the length of the training course and the age and educational level required for admission to the courses. The provision of basic skills training in modular form has been found to be a particularly effective means of making training in useful skills for employment or self-employment accessible to much broader categories of the population. This aim can also be promoted by reviewing educational conditions for admission to courses to ensure that only those qualifications which are strictly necessary are required from prospective trainees.

In order to provide trainees with useful skills, training systems have to adjust to the rapid technological changes which are taking place in the world of work. A number of activities were undertaken to assist in the adaptation of training programmes to technological progress. In India and Thailand, for example, assistance was provided to strengthen training for skilled workers on sophisticated computer and numerically-controlled machine-tool applications. In China advisory services were provided to help develop training in software applications for middle managers. A project was undertaken in Viet Nam to assist in the design and production of prototype equipment for vocational training. The ILO also assisted in improving vocational training for the energy sector in Colombia and Uruguay.

Training for self-employment

The limited number of waged and salaried jobs that can be created in the modern industrial sector in most developing countries has meant that vocational training has to look to other sectors if it is to provide income-generating skills to large numbers of new entrants to the labour market. In most developing countries the modern sector cannot absorb more than 10 to 15 per cent of newcomers into the labour force. Unfortunately, many vocational training institutions continue to train mainly for wage employment and are unable to reach and train the large numbers of workers who have no alternative to self-employment as a means of earning their livelihood

During the biennium the ILO undertook a series of activities to help member States reorient their skills development systems towards training for self-employment. Pilot projects and advisory services in a number of East African countries, Belarus, the Philippines, Nepal and the Russian Federation contributed to the strengthening of national capacity to provide training for self-employment. These activities concentrated on the integration into training systems of courses to develop production and business skills, as well as the creation of an enabling environment and a supporting infrastructure in which services were made available to potential self-employed persons, such as the assessment of local business opportunities, access to credit and extension services.

The results of these pilot activities were reviewed at two expert meetings held in 1993. The conclusions of the meetings will form the basis of guidelines and a manual on community-based training for self-employment. The main conclusion was that the provision of training for self-employment involves a radical restructuring of training institutions, involving not only the courses provided but also the duration of courses and the revision of entry qualifications. Training institutions therefore need to plan the introduction of training for self-employment very carefully, on the basis of a well- considered identification of the target groups for the training, their real skill needs and their availability in practice to attend training courses. A training package will also be developed for decision-makers and managers of vocational training institutes on how to focus training programmes on the skills needed for both self-employment and wage employment.

Sectoral training activities

During the biennium the ILO continued its sectoral activities in support of training in the maritime and hotel and tourism sectors. Despite the very significant progress which has been made in the adoption of new technologies in ports for the handling of cargo, and particularly containers, few ports have set up training facilities to train workers in the new skills which are required in their jobs. During the biennium technical cooperation projects to develop port training programmes were undertaken in Algeria, Kenya, India, Mozambique, the United Republic of Tanzania and Uruguay. Through these projects, assistance is provided in setting up training units including the training of instructors, the provision of advice on the content and aims of training programmes and the supply of experts to start their work. Where these programmes have been introduced, there is evidence to suggest that the skill level of port workers has increased and that accident rates have fallen. The ILO also encourages networking between port training institutions on a regional basis to share in the development of training materials and exchange experience. In this context, regional meetings were organized for directors and instructors of port training centres in Latin America and the Caribbean and in Africa.

The hotel and tourism industry is a major growth sector in all regions of the world. In order to assist in its growth, the ILO continued to provide assistance for the development of training in the sector. Based on an analysis of the training needs and projections of the development of the hotel and tourism industry, policy advice was provided to member States on the establishment of training systems, the strengthening of existing systems and, where relatively advanced systems already exist, on the development and certification of skills standards. In Indonesia, where a model training institution had already been set up with the help of the ILO, assistance was provided in the development of training at the enterprise level. A seminar was also organized in Central and Eastern Europe with a view to promoting the development of small and medium-sized enterprises in the hotel, catering and tourism sector in that region. In a number of African countries assistance was provided for the establishment of national hotel and tourism training institutions providing basic and medium-level training. In Asia a number of large-scale projects were implemented to strengthen existing institutions and upgrade training programmes for supervisors and managerial level staff. In these activities, emphasis continued to be placed on the participation of women in training activities and the adoption of a tripartite approach to the identification of training needs and the management of training institutions.

Logging in Fiji

In the late 1950s the Government of Fiji embarked upon large-scale afforestation as a means of diversifying the economy, boosting exports and creating employment, particularly for rural communities. The involvement of the local population gave a broad basis of popular support to the forestry and wood processing industries, but meant that the logging workforce had to be developed from communities which had not previously had regular employment, let alone experience in forest harvesting. The Government therefore requested ILO assistance to develop a skilled workforce for the logging industry as a crucial step towards the viability of the industry.

In view of the pressure to make skilled workers available to the industry, a project was undertaken to initiate regular training for workers and to develop a logging school with local teaching staff. Under the circumstances, the training of chainsaw and skidder operators, as well as of gang leaders and foremen, had to place equal emphasis on productivity and safety, with a view to providing a regular supply of raw material to the processing industry while avoiding a high accident rate in the hazardous logging operation.

The logging school was established with five qualified local instructors and has been instrumental in introducing appropriate technologies, such as cable cranes for steep terrain and hand tools in village forestry. Based on guidelines for ergonomic research developed by the ILO, work study and accident reporting systems have been introduced. One of the most significant achievements of the project was the major role it played in the drafting and adoption of a National Code of Logging Practice. For the first time in a developing country, the Code sets out binding rules for environmental and safety standards in forest operations. It also requires that all workers be trained for the job they are expected to perform.

The determination of the Government and of the forest industry in Fiji to continue training was put to the acid test when fire destroyed the school building in July 1993, three weeks after the completion of the project. The fact that the Government has decided to rebuild the classrooms and workshops suggests that is has developed a firm commitment to the objectives of the project. The activities of the project, and particularly of the Code of Logging Practice, have been documented in a video which is being used by the ILO and the International Federation of Building and Wood Workers' Unions to generate interest in other developing countries in the training of forest workers and the link between environment, safety and training in forest operations.

Vocational rehabilitation

The ILO's principal goals in relation to persons with disabilities are the equalization of employment opportunities for workers with disabilities and their integration into the community. Heightened concern with discrimination in employment has been shown in recent years at both the national and the international levels, and the ILO received an increasing number of requests during the biennium for advice on the formulation of policies and legislation to enable member States to comply more closely with international standards, especially as regards discrimination in employment and training. Advisory activities related to legislative provisions were undertaken in Brazil, China, Namibia, Nigeria, Swaziland and Poland. A regional seminar on the integration of persons with disabilities in cooperatives was organized for countries of the Middle East. In addition, a book entitled *New technologies and the employment of disabled persons* was published[43] and guidelines were produced on the employment of disabled persons which were specifically designed for employers' and workers' organizations.[44] A manual was also produced for human resources development planners on how to integrate persons with disabilities into ordinary vocational training programmes and institutions.[45] A regional workshop was organized for Central and Eastern Europe to discuss strategies for protecting the interests of persons with disabilities during the current restructuring of economic and social systems. Internal guidelines were also prepared for the multidisciplinary teams on how to integrate disability issues into the ILO's overall strategy of promoting equity and combating poverty among vulnerable groups.

The Vocational Rehabilitation and Employment (Disabled Persons) Convention, 1983 (No. 159) lays down the principle of equal opportunity and treatment for disabled persons with respect to employment and training. In order to promote further the application of this Convention, a meeting was held in Bogotá in November 1992 with the nine Latin American countries which have ratified Convention No. 159. The meeting analysed the practical implications of applying the Convention, the difficulties encountered in each country and the measures adopted to overcome these difficulties. The meeting was one of the ILO's contributions to the United Nations Decade of Disabled Persons (1983-92).

In its advisory and technical cooperation activities in this field, the ILO placed emphasis on assisting member States to develop cost-effective approaches to the equalization of labour market opportunities for persons with disabilities. Projects were undertaken in 30 countries to increase the participation of persons with disabilities in informal sector income generation activities. The strategies adopted for achieving this included the provision of training for self-employment and assistance in gaining access to credit, business advisory services and apprenticeship. An in-depth evaluation of a project in Kenya confirmed that there has been a substantial improvement in the living conditions of persons with disabilities who participated in these programmes.

Turin Centre

During the biennium the Centre made use of its specific competence in the design and organization of group training courses and seminars to complement the work of the ILO's technical major programmes. Its activities included the production of training courses and materials in support of the ILO's work.

The Centre held 178 group training courses in Turin during the biennium and organized 46 follow-up activities in the field, in addition to the provision of advisory services. The total number of participants in group training activities was over 4,000 and there were some 1,100 individual fellowships. The percentage of women participants in these activities approached 30 per cent. Although a significant proportion of the Centre's activities were related to the work of the ILO, much of its financing was provided by external sources. International organizations, such as the Commission of the European Communities, the World Bank, the United Nations Development Programme and the United Nations, also contributed to the work of the Centre.

The programme of activities to complement the work of the ILO's major programmes included training courses on standard setting and the testing of training materials for a Spanish language edition of the training package on international labour standards and technical cooperation. In the area of equality for women in employment, prototype multi-media training manuals on strategies to disseminate information on women's rights were prepared and introduced at an interregional tripartite course for ILO constituents and regional advisers. A multi-media training package was also developed and tested at an interregional training workshop for the International Programme on the Elimination of Child Labour, with the objective of upgrading the capacity of the programme's national networks to design projects which are effective in contributing to the elimination of child labour. African experts were associated with the design and testing of a training package for use by consultants working on human resources management in the public sector in French- and Portuguese-speaking Africa, which attracted considerable attention and support from donors and African governments.

Training courses on the development of small and medium-sized enterprises were the focus of an important part of the Centre's programme and were generally organized on a regional or sub-regional basis. In support of the provision of advisory services and training to the private sector, especially in Africa, a set of training modules was produced for advisers on small and medium-sized enterprises.

In support of the ILO's activities to strengthen and assist employers' organizations, a number of high-level seminars were held during the biennium to discuss policy issues, such as: the role of African employers' organizations in the context of structural adjustment; the role of Latin American employers in supporting small enterprise development; and the employment and training dimension of adjustment in Central and Eastern Europe.

A substantial programme of workers' education training activities was carried out during the biennium, in accordance with the training priorities determined by the Centre's Trade Union Training Committee. Several bipartite and tripartite training courses were organized, particularly on the subjects of collective bargaining and dispute settlement. Both of these topics aroused considerable interest, especially among participants from Central and Eastern Europe, and will be carried forward into the programme for the next biennium.

The Centre undertook two types of international and inter-agency cooperation. In the first place, a number of United Nations agencies (UNESCO, UNCTAD, ITC, WMO, UNHCR, IBRD) asked the Centre to organize specific training activities for their staff or constituents. The biennium also saw a significant increase in training activities designed for the United Nations system as a whole, particularly in support of a more effective and better coordinated management of field operational activities for development. These activities included the continuation and expansion of the Turin workshops for senior United Nations system country representatives on the management of field coordination. Ten of these workshops have been conducted so far, covering a total of over 300 participants from the United Nations system. Following the visit of the Secretary-General of the United Nations to the Turin Centre in April 1993, and at his specific request, a joint ILO/UN working group has been set up to pursue with the Centre the development of new training activities in a number of areas of priority concern to the United Nations (human rights, humanitarian affairs, peace-making/peace-building), as well as, in more general terms, to explore possibilities for the increased use of the Centre as a United Nations training facility.

International Institute for Labour Studies

The Institute provides an informal and flexible vehicle for developing exchanges between the ILO's constituents and the academic community, encouraging contacts between the ILO and the student community, and familiarizing future policy-makers with the processes of tripartite dialogue and policy formulation. It also contributes to the work of the ILO by opening new cross-sectoral perspectives for its future work. The Institute's work focuses on the relationships between labour institutions, economic development and industrial organization.

With a view to identifying institutional frameworks which foster development, ensure equitable participation and reduce vulnerability and deprivation, the Institute explored the influence of labour institutions on the pace and quality of economic growth. A study was undertaken to examine the economic impact of labour market institutions in India.[46] The study shows that a complex combination of formal and informal institutional factors play a vital role in determining both economic success and failure, and the way in which the benefits of success and the burdens of failure are shared. Another series of studies looked at how wage systems, trade unions and labour market segmentation affect the rate and pattern of growth in several East Asian countries. The studies show that lowering wages and reducing labour standards is by no means a recipe for success.[47]

Research carried out by the Institute on the phenomena of poverty and exclusion emphasized the major role which can be played by labour institutions in anti-poverty strategies. In this context, research findings in Africa and Latin America linked the perpetuation of poverty to the functioning of the labour market. Comparative analyses of the links between labour market status and the incidence of poverty in sub-Saharan Africa showed that one in four employees have been affected by cuts in formal employment. They also indicated that the segmentation of the labour market is closely linked to poverty and that, although education, training and apprenticeship are important in gaining entry to the labour market, informal means of access and contacts remain crucial in this respect.[48] In Latin America a research network supported by the Institute examined the implications of institutional change for industrial relations, poverty and economic performance and concluded that greater attention must be paid to the adaptation of skills and work organization to changing economic circumstances. The research also showed that labour market regulation needs to take into account the new forms of work organization which are designed to increase cooperation between employers and workers, and that society requires greater autonomy from the State in order to be able to create a larger "social space" where the actors can negotiate a new social consensus. With a view to identifying elements for future ILO policy and action, a symposium held in November 1993 analyzed the impact on the poor of macroeconomic, sectoral and labour market policies, as well as the poverty implications of strategies to promote social integration and the organization and representation of the poor.[49] A project was also commenced on the patterns and causes of social exclusion and the design of policies to promote integration. The findings of this project and of the symposium on poverty will provide inputs for the United Nations World Summit for Social Development in 1995.

The evolving priorities of the ILO's constituents were reflected in the Institute's activities on globalization, local development and the role of labour standards in industrial restructuring. The growing gap between industrial systems organized on a global basis and social policies adopted at the national level was examined in a forum on labour in a changing global economy, which discussed the labour implications of inter-enterprise networks, lean production and the location of firms. The globalization of production systems has exposed local business communities and regional economies to increased competitive pressure and has reinforced the need for solutions at the local level. The potential for replicating successful local systems (such as industrial districts) and the links between systems of this type and the international economy were explored in a conference on endogenous regional development in a global economy.

The Institute's work on the role of labour standards in industrial restructuring looked beyond the normative prescriptions of standards and examined their economic value during periods of restructuring.[50] The debate on the role and impact of standards in an increasingly globalized economy raises issues of central significance to the ILO. On the one hand, international competition could put pressure on governments to lower standards in order to tempt firms to relocate their operations to low cost sites which are not covered by national regulations. Alternatively, investors could be attracted by the longer-term considerations of operating in highly productive settings with good human resources and cooperative industrial relations. The Institute's study suggests that national standards could play a constructive role in determining the future paths of international competition.

Two internship courses on active labour market policies were organized in French (1992) and English (1993) to provide middle-level officials from labour ministries and employers' and workers' organizations with an opportunity to examine, from an international comparative perspective, the labour implications of a number of issues: structural adjustment and economic liberalization; labour markets and employment; labour institutions and development; and new patterns of trade and the globalization of markets and production. An innovation was the organization in 1992 of a regional course on economic reform and labour policy in Central and Eastern Europe to give new officials with little previous experience of international social policy an overview of policies and activities which are of particular concern to economies in transition. A total of 61 officials from 46 countries attended these courses, which also served as an introduction to the ILO.

Created with the aim of bringing the ILO's concerns closer to the international student community, the first ILO Nobel Peace Prize Lecture on the evolution of labour law and labour relations in a changing world was delivered at the University of Liège (Belgium) in 1993, on the occasion of the 175th anniversary of the University. The underlying message of the lecture is that labour law has to be set within its social and political context and that legal systems have to be responsive to socio-political and economic forces in order to remain relevant. The lecture emphasized that dialogue and negotiating structures are vital for the achievement of realistic legal systems. The ILO's standard-setting activities and international experience provided illustrations of these themes.

Notes

[1] *Structural change and adjustment in Zimbabwe*, Interdepartmental project on structural adjustment, Occasional paper 16.

[2] *Labour standards and structural adjustment*, by R. Plant (forthcoming).

[3] Three country case-studies were undertaken: *Structural adjustment and international labour standards: A case study of Ghana*, by D. Tajgman, Occasional paper 4; *Labour standards and structural adjustment in Hungary*, by R. Plant, Occasional paper 7; *Labour standards and structural adjustment in Mexico*, by R. Plant, Occasional paper 10.

[4] *Fiscal policies which support adjustment and balanced development*, by G. Pyatt, Occasional paper 8.

[5] *Lessons from privatization* (provisional title), by G. Szinaczki and R. van der Hoeven (forthcoming).

[6] *Retrenchment policies and labour shedding in Pakistan*, by A.R. Kemal, Occasional paper 17.

[7] *Public sector adjustment through employment: Retrenchment policies and practices in Poland*, by E. Kwiatkowski, forthcoming occasional paper.

[8] *Adjustment through wage decreases in the public sector: A viable opinion?* (provisional title), by C. Colclough (forthcoming).

[9] *Improving the performance of the public sectors in LDCs: New approaches to human resources planning and management*, by P. Bennell, forthcoming occasional paper.

[10] *The changing perception and the role of the public sector in Central and Eastern Europe* (provisional title), by J. Hesse and K. Goetz (forthcoming).

[11] *Les services publics africains à l'épreuve de la réhabilitation: une évaluation économique et sociale*, by J.-Y. Lesueur and P. Plane (L'Harmattan, Paris, forthcoming).

[12] The following case-studies were published as occasional papers: *Stabilization, structural adjustment and social policies in Costa Rica: The role of compensatory programmes*, Occasional paper 1; *Travaux publics et emploi pour les jeunes travailleurs dans une économie sous ajustement: l'expérience de l'AGETIP au Sénégal*, by J. Gaude, Occasional paper 2; *Système de compensation social et ajustement structurel: étude de cas au Honduras*, by J. Gaude, Occasional paper 5; *Ajustement structurel et compensation sociale: études de cas au Honduras, Madagascar et Sénégal*, by P. Egger, P. Garner and J. Gaude, Occasional paper 11; *Compensatory training and retraining programmes under structural adjustment: The case of Chile*, by O. Corvalán-Vásquez, Occasional paper 15.

[13] A synthesis of these studies will be published in the *International Labour Review*. The country case-studies are all available in manuscript form. Only the study on India has been published separately: *The experience of consultation during structural adjustment in India (1990-92)*, by A.N. Mathur, Occasional paper 9.

[14] *Structural adjustment: A guide for trade union leaders*, by A. Navamukundan (forthcoming occasional paper).

[15] *Appropriate structural adjustment policies: The perspective of employers' organizations in selected countries*, by C.S. Venkata Ratnam (forthcoming occasional paper).

[16] These three studies were published in the WEP2-46 working paper series: *Structural adjustment and the labour market (Chile 1973-1992)*, by Norberto E. Garcia, WP.43: *Employment planning within the context of economic reforms: A study of Indonesia*, by Martin Godfrey, WP.39; *Employment planning within the context of economic reforms: A Tanzania case study*, by Michael Hodd, WP.44.

[17] *Structural adjustment, labour markets and employment policy* (provisional title), by J. Toye (forthcoming).

[18] *Structural adjustment and income distribution: Issues and experiences*, by A.R. Khan.

[19] The following studies were undertaken on export processing zones: *Zonas francas industriales en la República Dominicana: Su impacto económico y social*, by Fernando Reyes Castro and Atahualpa Domínquex U., Multinational Enterprises Programme, Working Paper No. 75; *Export processing zones in the Republic of Korea: Economic impact and social issues*, by Won Sun Oh, Multinational Enterprises Programme, Working Paper No. 75; *The economic and social issues arising in export processing zones in Malaysia*, by G. Sivalingam, Multinational Enterprises Programme, Working Paper (forthcoming); *Export processing zones in Sri Lanka: The social and labour issues*, by Malsiri Dias, Multinational Enterprises Programme, Working Paper (forthcoming); *The economic and social consequences of export processing zones in the Philippines*, by Zenaida A. Manalo, Multinational Enterprises Programme, Working Paper (forthcoming); *The economic and social impact of the growth of export processing zones in Thailand*, by Waranya Patarasuk, Multinational Enterprises Programme, Working Paper (forthcoming).

[20] *Multinationals and employment: The global economy of the 1990s*, edited by P. Bailey, A. Parisotto and G. Renshaw, 1993.

[21] *The incidence of poverty in developing countries: An ILO compendium of data*, by H. Tabatabai with M. Fouad, 1993.

[22] *Economic crisis and Third World agriculture*, edited by A. Singh and H. Tabatabai (Cambridge University Press, 1993).

[23] *Africa misunderstood or whatever happened to the rural-urban gap?*, by V. Jamal and J. Weeks, The Macmillan series of ILO studies (Macmillan Press Ltd., 1993).

[24] *Tunisia: Rural labour and structural transformation*, by S. Radwan, V. Jamal and A. Ghose (Routledge, London, 1991).

[25] *Développement et solidarité sociale: vers un plan d'action de lutte contre la pauvreté en Tunisie.*

[26] These studies will be published in *Beyond Rio: The environmental crisis, technological dilemma and sustainable livelihoods in the Third World*, edited by I. Ahmed and J. Doeleman (forthcoming).

[27] Three studies were published in the WEP2-43 Working Paper Series: *The effects of government policies on the incentives to invest, enterprise behaviour and employment: A study of Mexico's economic reforms in the eighties*, by Jaime Ros, WP.53; *External labour flexibility in Filipino industry*, by J. Windell and G. Standing, WP.59; *Cumulative disadvantage? Women industrial workers in Malaysia and the Philippines*, by G. Standing, WP.60.

[28] This is part of a series of books analysing the organization of dynamics of labour markets. In previous biennia case-studies were published on Austria, Finland, the Netherlands, Sweden and the United Kingdom. In the 1992-93 biennium the following two monographs were prepared: *Unemployment and labour market flexibility: Italy*, by Loretta de Luca and Michele Bruni; *Unemployment and labour market flexibility: Spain*, by J. Jimeno and L. Toharia (forthcoming).

[29] Statistical publications issued during the biennium included: *Year Book of Labour Statistics*, 51st issue, 1992 and 52nd issue 1993; *Sources and methods: Labour statistics*, Vol. 1: *Consumer price indices*, and Vol. 7: *Strikes and lock-outs*; *Statistics on occupational wages and hours of work and on food: October inquiry results*, 1992 and 1993.

[30] Studies on productivity include: *Productivity and quality management: A modular programme*, edited by K. North and J. Prokopenko (forthcoming); *Improving enterprise performance: International transfer of approaches*, edited by K. North (forthcoming); *Structural adjustment and public service productivity*, by E.S. Savas, MAN DEV/63.

[31] Studies on management development include: *Management development: A trainers' guide*, by J. Prokopenko (forthcoming); *Environmental business management: An introduction*, by K. North, Management Development Series No. 30; *Environmental concerns in management development institutions: A survey*, by J. Santa Cruz and K. North, MAN DEV/67; *Management development in East-West joint ventures: A guide for managers in the economies in transition*, a joint ILO/ECE publication, ECE/TRADE/185; *Information technology and management development*, by C. Bettels, MAN DEV/69.

[32] Studies on entrepreneurship development include: *Networking for entrepreneurship development: Selected entrepreneurship development programmes and guidelines for transfer*, INTERMAN; *Small enterprise development agencies and programmes in Northern Ireland and the Republic of Ireland*, by G. Finnegan, SED/20/E.

[33] Publications include: *Management implications of a transition to a market economy*, edited by J. Prokopenko (forthcoming); *Entrepreneurship development in public enterprises*, edited by J. Prokopenko and I. Pavlin (Oxford and IBH Publishing Co., New Delhi); *Active labour market policy: Enterprise management's contribution*, by B. Lichtenberger, MAN DEV/68.

[34] Studies undertaken include: *Technological capability in the informal sector: Metal manufacturing in developing countries*, edited by C. Maldonado and S.V. Sethuraman; *Innovations in the financing of small and microenterprises in developing countries*, by J. Levitsky, SED/22/E; *Guidelines for microenterprise development* (provisional title), by M. Allal and J. Keddie (forthcoming).

[35] *Introduction to work study*, edited by G. Kanawaty (fourth revised edition, 1992); *Management consulting: A guide to the profession*, edited by M. Kubr (fourth edition, 1993).

[36] Studies include: *The role of information for the development of micro and small enterprises and the effectiveness of information transfer mechanisms*, by M.L. Engelhard and M. Allal (forthcoming); *Guidelines for the establishment and operation of national technological information service*, edited by P. Osborn (forthcoming).

[37] Studies on retraining under conditions of adjustment and restructuring include: *Retraining displaced workers: The US experience*, by D. Leigh, Training Policy Study No. 1; *Industrial restructuring and retraining in Singapore*, by Pang Eng Fong and Low Chee Kiat, Training Policy Study No. 2; *Retraining adults in Germany*, by R. Johanson (forthcoming); *Ireland: Adult vocational training and retraining*, by R. Johanson (forthcoming); *Retraining under conditions of restructuring: Japan*, by N.J. Chalmers (forthcoming).

[38] *A methodology for the study of vocational training systems: A guide*, by D.H.W. Hykin and C. Payne.

[39] *Vocational training in Chile: A decentralized and market oriented system*, by E. Martinez Espinosa, Training Policy Study No. 8; *Decentralization of public vocational training in New Zealand and two Australian States*, by D. Lundberg, Training Policy Study No. 9.

[40] Publications on environmental training include: *Environmental education and training in Brazil*, by R. Braun, Training Discussion Paper No. 84; *Italy: Environmental training and monitoring in Lombardy and Umbria*, by R. Gagliardi, T. Alfthan and P. Zachar, Training Discussion Paper No. 98; *Training for environmental law enforcement in Sweden*, by B.O. Gillbery and A.R. Tamplin, Training Discussion Paper No. 105; *Partnership for environmental technology education*, by P.R. Dickinson, Training Discussion Paper No. 106; *Environmental training and further training in the Federal Republic of Germany*, by Institut für Umweltschutz und Berufsbildung & V, Training Discussion Paper No. 112; *Environmental training: Policy and practice for sustainable development*, by R. Gagliardi and T. Alfthan (forthcoming).

[41] The following comparative study is based on the 20 case-studies: *Alternative schemes of financing training*, edited by V. Gasskov (forthcoming).

[42] Research into curriculum design for occupational flexibility: *Outcomes of ILO case studies of selected enterprises and institutions in Germany, Sweden, Switzerland and the United Kingdom*, by W. Plumbridge and E. Chrosciel (forthcoming).

[43] *New technologies and the employment of disabled persons*, edited by H.A. Hunt and M. Berkowitz.

[44] *Job creation for disabled persons: A guide for employers' organizations*; *Job creation for disabled persons: A guide for workers' organizations*.

[45] *Towards integrative human resources development: Practices and guidelines concerning the participation of disabled persons in mainstream vocational training*, by C. Raskin and A. König (forthcoming).

[46] *Labour institutions and economic development in India*, by G. Rodgers, IILS, Research Series No. 97.

[47] *Workers, institutions and economic growth in Asia*, edited by G. Rodgers (forthcoming).

[48] Studies on poverty in sub-Saharan Africa include: *Pauvreté et marché du travail à Conakry (Republique de Guinée)*, by Youssouf Dioubate, International Institute for Labour Studies, Discussion paper 49; *Pauvreté et marché du travail à Antananarivo (Madagascar)*, by F. Rakotobe and J.-P. Lachaud, IILS, Discussion paper 50; *Pauvreté et marché du travail au Mali: le cas de Bamako*, by J.-P. Lachaud and B. El Hadji Sidibé, IILS, Discussion paper 52; *Les écarts de salaires entre les secteurs public et privé en Afrique francophone: analyse comparative*, by J.-P. Lachaud, IILS, Discussion paper 53; *Pauvreté et marché du travail urbain en Afrique au sud du Sahara: analyse comparative*, by J.-P. Lachaud, IILS, Discussion paper 55; *L'ajustement structurel et le marché du travail en Afrique francophone*, by J.-P. Lachaud, IILS, Discussion paper 56; *Pauvreté et marché du travail à Ouagadougou (Burkina Faso)*, by O.P. Sanou and J.-P. Lachaud, IILS, Discussion paper 57.

[49] *Poverty, inequality, exclusion: New approaches to theory and practice*, by M. Gaudier, IILS, Série bibliographique No. 17. In addition it is planned to prepare several monographs based on the papers presented to the symposium and the research carried out in Latin America.

[50] *Creating economic opportunities: The role of labour standards and labour institutions in industrial restructuring*, edited by W. Sengenberger and D. Campbell (forthcoming).

Equality and social protection

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Issues of equality and social protection remained an important part of the work of the Organization during the 1992-93 biennium. The promotion of equality for women is a fundamental objective of ILO action on human rights. But the ILO's work on equality also extends to other groups, particularly migrant workers and child labour. This chapter illustrates the special emphasis which was attached to questions of equality through the interdepartmental project on equality for women in employment, the interdepartmental project on the elimination of child labour and work on equality of treatment for migrant workers.

The protection of working people is another, related theme, which lies at the heart of the ILO's mandate. This chapter also gives an account of activities to promote the protection of working people in the fields of occupational safety and health, conditions of work and social security.

Equality for women in employment

Although the principle of equality of opportunity and treatment between men and women is widely accepted in most countries in the world, inequalities persist. While there has been some improvement in recent years in the situation of women in many areas of concern to the ILO, there has been stagnation in many other fields, such as occupational desegregation, access to resources and participation in decision-making. In this context, there has been growing awareness that the numerous factors which influence the situation of women workers and result in inequality in the world of work are closely interlinked. In order to address this issue in an integrated and multidisciplinary manner, the Office launched an interdepartmental project on equality for women in employment to identify a concerted body of policies, strategies and other concrete measures as a basis for future action by the ILO and its constituents. The work carried out by the interdepartmental project supplemented work undertaken by the Office to address the concerns of women workers in many technical departments. The results of all this work will form the basis of the International Forum on Equality for Women in a Changing World: Challenges for the Future, which will be organized in 1994 under the auspices of the International Institute for Labour Studies.

In the context of the ILO's work on employment, a comprehensive approach was adopted to promoting the employment and organization of women workers. The activities involved pursued the dual objectives of improving the incomes and employment situation of women workers and enhancing their social and legal protection. Emphasis was placed on addressing the most fundamental problems of poor women in the rural and informal sectors, such as their limited access to productive resources (particularly land) and services, their precarious employment situation and their low productivity. In pursuit of these objectives advice was provided in Kenya, Nigeria and Tunisia on the integration of women workers' concerns in the formulation of national development plans. The ILO supported a tripartite national workshop in India on equality and the impact of economic reform on women with a view to fostering a dialogue at the national level on this policy issue. Activities were undertaken in six countries in Africa to assist rural women organize themselves for productive activities. The assistance provided included the organization of study tours to promote an exchange of experience as regards employment policies and approaches to assist rural women,as well as the establishment of four innovative credit schemes for rural women. The impact of these activities was reflected in increased policy interventions in favour of rural women at both the national and the local level and in a demonstrated interest by local authorities in improving the economic performance of women. Activities were also continued through a project in India to help rural women regenerate wastelands into productive resources.

A number of initiatives were taken to increase awareness of the importance of including women's questions in particular — and equality issues in general — in economic and social policy-making at the national level. In Latin America the legal situation of women workers and obstacles to their participation in the labour force were discussed at two tripartite regional seminars. These discussions helped to focus the debate on women workers' rights and the impact of structural adjustment measures and technological change on their employment opportunities and working conditions. In Asia several regional, subregional and national workshops and seminars were organized to raise awareness of equality issues. In Indonesia the ILO assisted in the development of a comprehensive strategy for women's employment within the framework of the sixth national five-year plan (1994-1999). This strategy lays emphasis on the importance of developing self-employment opportunities and micro-enterprises as a means of creating new employment opportunities. In the Arab States advisory services were provided to Bahrain and Jordan on the adoption of measures to promote the employment of women.

Advice and assistance were provided to governments, employers' and workers' organizations and women's groups in all the developing regions on the design and implementation of policies and programmes to promote equality, improve working conditions and provide social protection for vulnerable categories of women. In Africa, particular attention was paid to assisting women's organizations in both urban and rural areas to develop income-generating schemes and improve the access of women to training and credit and marketing facilities. In Latin America a regional project was undertaken to equip national employment services with a special module to help women jobseekers.

In practice, women do not have the same access to training opportunities as men. Studies were therefore undertaken on the equity aspects of training policies and guidelines were produced on how equity objectives can best be incorporated at the formulation stage of training policies.[1] Work was also carried out on media and communication strategies to diversify and expand the training opportunities of women and the resulting employment opportunities. In addition, a regional project was undertaken in Latin America to promote women's participation in technical and vocational training.

Within the context of a training project in Nepal, ways of increasing the participation of women in skill training were identified and reviewed in a national seminar, following which the activities carried out under the project were reoriented accordingly. An analysis was also undertaken of projects in Guinea, Niger, the United Republic of Tanzania and Zimbabwe in which innovative participatory approaches have been adopted in order to improve the incomes and productivity of rural women.[2] In support of this work an analysis was prepared of the impact of adolescent pregnancy on the training and employment opportunities of girls in Ghana, Kenya, Zambia and Zimbabwe.[3] By way of contrast, a study was undertaken of successful women in technical fields in Benin and Côte d'Ivoire.[4] An integrated approach to facilitate skill acquisition by small-scale women entrepreneurs, which uses simple audio-visual methodologies, was also developed and tested in a number of African countries.

Increased participation by women in representative organizations and decision-making bodies is an effective means of increasing their power of advocacy. The situation of women workers and trade unions was therefore documented in various industrial sectors and regions.[5] Analysis of this work pointed to an increase in women's participation in trade unions, but showed that this increase still lagged behind the rate of participation of women in the labour market. Women also continued to be underrepresented in trade union leadership positions. Although a number of unions have adopted specific measures in relation to women, they have not always been effective in bringing about full equality within trade unions nor in ensuring that women's needs are fully reflected in the demands made by the trade unions. Many unions do not keep statistics disaggregated by sex and cannot therefore adequately monitor the impact of their various activities on women. Moreover, in some countries the sectors in which women workers are predominant are not covered by industrial relations laws. A number of measures were identified for action that can be taken by trade unions, women, employers, governments and the ILO to give greater voice to women in workers' organizations. A regional seminar on the participation of women in trade unions was held in Abidjan for French-speaking African countries. The seminar adopted a plan of action which emphasized that trade unions should develop national networks with associations which concentrate on women workers' issues. Under the plan, each union should also strengthen its activities to mobilize women workers in the urban informal and rural sectors.

Collective bargaining can be one of the most effective means of promoting equality. Several country reports show how collective bargaining can promote gender equality and address some of the specific needs of women workers.[6] An analysis was also made of some of the attempts which have been made by trade unions to mobilize and assist women workers in unorganized sectors, such as domestic workers, market traders, home-based workers and other women working in the informal and rural sectors.[7] The strategies adopted by the unions in this context tend to differ from those used for formal sector workers and are more adapted to the characteristics of unorganized workers. These activities have been instrumental in obtaining a number of benefits for unorganized workers and have therefore enhanced the relevance of unions for broader categories of workers. A publication entitled *Women in trade unions: Organizing the unorganized* describes some of the strategies and approaches adopted in this respect and identifies areas for further work to strengthen this type of action by trade unions.[8]

In support of this work, efforts were made to ensure that a significant proportion of women trade unionists participated in all the workers' education activities undertaken by the ILO. Emphasis was also placed in workers' education seminars on gender analysis and sensitivity. Projects were undertaken in Malaysia, the Philippines and Thailand involving trade unions in the electronics, textiles and tourism industries, in which the workforce is predominantly composed of women workers. Training was provided to these unions to raise their awareness of the need to cover women workers' special requirements in collective agreements and on how to assist women to rise through the ranks and become trade union leaders.

In the context of the adoption and implementation of legal provisions to promote equal rights in employment, an analysis was made of the legislation and practices relating to maternity protection in about 150 countries.[9] Regional reviews were also undertaken of gender inequality in the existing social security laws, and schemes and measures were identified for the promotion of gender neutrality in this area. The data which was generated in these reviews point to the origins of gender bias and the discriminatory aspects of the scope and application of social security legislation, against the background of the current significant changes in labour market structures, the family and other socio-economic conditions.[10] In the Caribbean draft model legislation on equality of opportunity and treatment was prepared and presented to a regional workshop.

In response to the increased awareness that lack of knowledge about women's rights is a major constraint on the enjoyment in practice by women of the rights set out in national laws and international labour standards, an information kit and a multi-media training package on women workers' rights were prepared (see box).

Implementation of the principle of equal pay for work of equal value is a vital component of equality of opportunity and treatment in employment. The variety of factors which contribute to women's wage disadvantage makes it difficult to identify an ideal method for the measurement of the wage differential between men and women workers. In this context, a publication was prepared entitled *Comparable worth and gender discrimination: An international perspective* which portrays comparable worth policies as having a larger potential scope than some conventional equal pay policies for reducing the earnings gap between men and women.[12] Comparable worth policies could, for example, deal with pay differences arising from occupational segregation more efficiently than conventional equal pay policies, which tend to be restricted to comparisons within the same job in an organization. Under comparable worth policies, the value of the job is determined by such objective criteria as job evaluation and comparisons of the responsibility, effort and working conditions involved in the job. The volume also describes the steps which can be taken to apply comparable worth policies and the need for them to be implemented alongside education and training programmes and child-care and parental leave measures, which facilitate the participation of women in employment on a more equal basis.

In order to measure and analyse occupational segregation over time, a methodology known as "marginal matching" was developed. A manual was prepared on how the methodology can be used to produce reliable data on patterns and trends in occupational gender segregation over time in the same society or across societies.[13] A database was also established containing data obtained from member States on occupational distribution by sex. The originality of the database lies in the fact that it provides time series statistics of

Women workers' rights: Information kit[11]

A major constraint on the effective use by women of the rights which are set out in national laws and international standards is their limited awareness of these rights. The dissemination of information on these rights is therefore a priority area for action and a vital instrument for empowering women.

Based on the relevant international labour standards, a trilingual multi-media information package was developed describing these rights in a practical and easily understandable manner. The package consists of an information kit and a modular training package. The information kit contains: an ABC of women workers' rights, which provides a practical guide to the appropriate ILO Conventions and Recommendations; a brochure explaining the importance of these standards for women workers; a pocket guide of the relevant provisions of the Conventions and Recommendations which are of special interest to women workers; posters depicting these themes in a vivid and colourful manner; and a short video on international labour standards for women workers.

The training package is composed of four modules which provide an introduction to the issue of gender and equality, cover the role of the United Nations and the ILO in promoting women workers' rights and provide a succinct description of the relevant standards. One of the modules also describes the mechanisms through which these rights can be implemented and practical measures which can be taken at the national level to promote and apply equal opportunities and the legal rights of women workers. It provides a number of national examples and constitutes an up-to-date check-list which is designed to be used as a basis for planning and initiating action at the national level.

The materials were pretested at an interregional seminar held at the Turin Centre, where representatives of governments, employers' and workers' organizations, women's movements and non-governmental bodies welcomed them. The demand from these and other bodies has confirmed the relevance of the approach. Work has therefore commenced, for example through a regional seminar in China, on adapting the materials for use in the regions and in different national contexts.

occupational distribution for a large number of both industrialized and developing countries. Statisticians and labour economists from several developing countries were provided with training on how to utilize the methodology to generate relevant statistics on gender wage differentials and job segregation on a regular basis.

Sexual harassment has only recently been recognized in the industrialized countries as an obstacle to the achievement of equality of opportunity and treatment in employment. The measures which have been taken to combat the problem tend to be confined to a relatively small number of countries. In order to increase awareness of the importance of the issue, a *Conditions of work digest* was prepared on combating sexual harassment at work.[14] It provides an overview of the problem and the remedial measures taken in 23 industrialized countries. Existing national legal approaches to the problem are analysed, together with enterprise-level practices and the measures recommended by governments, employers' and workers' organizations, women's groups and other bodies. The *Digest* also contains a review of the research which has been undertaken and the awareness-raising, training and advisory measures carried out by various groups to combat the problem. Based on studies of sexual harassment undertaken in several Latin American, Asian and African countries, a regional seminar was organized in Manila to examine with the relevant authorities the means which can be adopted to address the problem.

Given that the incidence of women workers is greater in some occupations than others, a number of sectoral activities are of particular relevance to women workers. One such sector is health care. The First Session of the Standing Technical Committee on Health Services agreed upon conclusions on a variety of subjects, including the role of workers' organizations in promoting equality. The Committee requested the ILO to publish guidelines on combating sexual harassment at the workplace and to carry out work on the impact of structural adjustment in the health sector and the effect of non-standard working patterns on women health-care workers. A study carried out on the remuneration of nursing personnel[15] showed that the nursing profession frequently experiences staff shortages. The gradual disenchantment of nursing personnel with their remuneration levels, job classification and career structure has led to widespread demotivation in a section of the workforce which is reliant on high motivation and the quality of personal care provided.

Elimination of child labour

One of the basic objectives of the ILO is the elimination of child labour. This applies in particular to any form of labour which is harmful to the health of children or hinders their development as human beings and members of society. However, the scope of child labour is so great and the practice of taking advantage of the work of children so ingrained in social attitudes in many countries that time will be needed and progressive improvements in social and economic conditions required before this objective can be attained. The interim objective is therefore the adoption of social and legislative measures for the progressive elimination of child labour.

Two activities were launched during the biennium to pursue this objective, namely an interdepartmental project on child labour and the International Programme on the Elimination of Child Labour (IPEC), which is financed principally by the German Government. The work of the interdepartmental project concentrated on increasing knowledge and awareness of the problem of child labour, identifying practical approaches which can be adopted for dealing with it, disseminating information about these approaches and strengthening the capacity of governments and non-governmental organizations to carry out effective child-labour programmes. The work of IPEC involved the implementation of action programmes in six countries: Brazil, India, Indonesia, Kenya, Thailand and Turkey. Preparatory work was also begun for the implementation of programmes in Egypt, Cameroon and the United Republic of Tanzania, Bangladesh, Pakistan, the Philippines and the countries of Central America. These action programmes added an important new dimension to the ILO's work in this field, which had previously concentrated mainly on standard-setting activities and policy formulation.

Estimates vary as to the actual number of children who work throughout the world. In order to establish the overall scope of the problem, a statistical review was undertaken of the global child-labour problem.[16] However, it was found that many national statistical systems were not designed to measure the magnitude of child labour. To deal with this situation at the national level, alternative survey approaches were developed for use until more adequate statistical systems are available. These combine field survey and non-statistical techniques to extrapolate national estimates based on the situation in smaller economic units.

Survey techniques were also developed and field-tested to analyse the economic significance of child labour to industries in which it is known to be concentrated. They provide powerful new arguments against child labour (see box).

Evaluating the economic significance of child labour

Some employers of child labour have long insisted that if they are denied child workers their industries will not survive. When the industries in question are important sources of employment and foreign exchange, this argument has discouraged the commitment of governments and the public to abolish child labour, even if it is shown that the children work under hazardous or slave-like conditions. The ILO therefore placed high priority on the development of practical methods of economic analysis to determine the real role of child labour and the potential for its elimination. A methodology was developed with the participation of Indian researchers and was field-tested in two major industries in India, namely carpet-weaving and the manufacture of glass bracelets. Using this approach, employers and workers are systematically sampled, models derived of the production and distribution processes and estimates made of labour and non-labour costs for each production stage. Wage costs are further subdivided for the different categories of workers and are shown separately for child and adult labourers. From these data, the contribution of children to the wage bill, to total output and to the final consumer price of the finished product can be calculated. The impact of consumer price changes on market demand and the economic importance of the industry to the local community are also taken into account.

Preliminary analysis of the data from India indicates that the child labour profile varies greatly between industries, but that reliance on child labour may be neither as extensive nor as essential as sometimes believed. In the glass bracelet industry adults already share the same tasks as children, which implies that children have easily replaceable skills. Furthermore, the wage savings of employing children amount to no more than one or two per cent of the final sale price, which casts serious doubt on the indispensability of children. Similarly, in the carpet industry, producers of the highest quality carpets (those which are most finely knotted and intricately patterned) appear to rely to a lesser extent on children. At least one large and very successful company prohibits the employment of children by the producers to whom it subcontracts weaving. This calls into question the frequently advanced claim that only children are good at tying the small knots required for the manufacture of the most expensive carpets.

This kind of economic analysis already promises to be a powerful tool for addressing the issue of child labour. The results will be made available to the ILO's tripartite constituents and to organizations working in the field of child labour.

In order to address some of the most common impediments to effective inspection and the enforcement of child-labour laws, a new approach was developed to the work of labour inspectors in combating child labour and was set out in a training manual.[17] This approach is based on close observation of the local conditions under which children work and the reasons why they work. On the basis of this observation, labour inspectorates can plan action in close coordination with all the other actors concerned, and particularly the education, health and social services. The approach was tested through pilot training programmes, as well as during an interregional seminar held in September 1993, and at the national level in Turkey.

As a background to the provision of policy advice on child labour, case-studies were carried out of emerging approaches to dealing with child-labour problems in Bangladesh, Brazil, India and the Philippines.[18] Studies were also undertaken on how to remove children from hazardous forms of employment.[19] In general, the studies trace a profile of child labour which differs from the conditions of abuse of children at the workplace which traditional legal instruments conceived many years ago were designed to combat. In order to keep up with the changing aspects of the problem, some fundamental concepts and definitions have to be updated and a broader variety of approaches needs to be mobilized to combat child labour. It is clear, for example, that the workplace abuse of children cannot be properly controlled by even the most sophisticated system of legislation and inspection acting in isolation. Additional tools are required. These need to enlist far more family and community responsibility. Care also needs to be taken to ensure that national education and economic policies have the effect of discouraging rather than exacerbating child labour, as is so often the case. By way of illustration, although in most countries the tuition in primary and secondary education is free of charge, the need to pay for school uniforms and materials, such as books, may oblige children to work in order to pay for their education. In this context, the introduction of school fees under structural adjustment programmes, as well as other measures which redistribute income away from the poor, may have the effect of increasing the incidence of child labour.

In order to disseminate this information among policy-makers and the social partners, policy-design seminars were held in Argentina, the United

Republic of Tanzania, Venezuela and Zimbabwe. Subregional seminars were organized for French-speaking Africa and Central America. These seminars brought together representatives of governments, employers' and workers' organizations and non-governmental organizations. They adopted recommendations for action by consensus which are multisectoral and multidisciplinary in their nature and set out approaches to combating child labour which are adapted to the local culture and conditions.

In an effort to raise awareness of the issue of child labour, a number of public information activities were undertaken. Perhaps the most impact was achieved through the film *Shackled children*, which has been widely shown and won third prize in the 1993 "Emmy" award competition for documentaries from outside the United States. The film vividly portrays child labour problems in both developing and industrialized countries. Another product was a book of photographs of child workers, *Children in shadow*, which was also widely distributed, among others to delegates of the World Conference on Human Rights in Vienna.

The International Programme on the Elimination of Child Labour (IPEC) focuses on the children who are most at risk from their work. The Programme's work is based on the realization that only countries, or rather societies, can eliminate child labour and save individual children from exploitation. The role of the ILO is to help the countries set that goal and accomplish it. For this reason, collaboration between the ILO, governments, employers' and workers' organizations and numerous non-governmental organizations is an important component of the strategy adopted by IPEC to ensure that substantial campaigns are mounted at the national level in the countries covered by the Programme.

The action programmes which are undertaken in the six countries concerned are adapted to the conditions under which children work in those countries. In general, they aim to mobilize public opinion against child labour, take direct action in favour of children working in hazardous occupations in any sector of employment and meet the developmental needs of working children. They also include components to assist governments in the formulation of policies and programmes to combat child labour and to establish or strengthen appropriate institutional structures. The content of the action programmes varies widely, from the provision of education and health services for working children in specific areas or jobs, to measures to improve their working conditions or to eliminate child labour in specific areas or types of work. The range of activities also includes surveys to deepen understanding of the problem and measures to identify and release bonded child labourers. Many of the awareness-raising activities are concentrated on workers' and employers' organizations and other non-governmental organizations. Others take the form of information dissemination programmes and campaigns against child labour at the national or local levels. The action programmes are designed to be catalytic and replicable. They should be both a symbol and a demonstration of hope that child labour can be tackled if the will exists to act.

Migrant workers

The ILO's work over several decades has contributed to broad acceptance of the principle of equality of treatment for migrant workers and the elimination of discrimination against them. However, in practice, the situation of most migrant workers remains a matter of concern. This concern is compounded by the fact that migration for employment is now widespread in practically all parts of the world. Monitoring activities were undertaken to evaluate the flows of migrant workers; assistance was provided to labour-sending countries to strengthen the support which they provide to emigrants and returnees, and work was carried out to examine the measures taken in receiving countries to provide equality of treatment for immigrants.

Countries are often not aware of the full extent of migratory flows which concern them. For example, cross-border migration for employment is expanding rapidly in the Asian and Pacific region. In many cases these movements are of an irregular nature and involve a large number of women workers. The ILO therefore monitored the growth of migration for employment in the region, which appears to be having beneficial effects in terms of productivity and employment. These migratory flows were studied with the aim of fostering a better understanding of migration trends and their impact on labour-sending countries. Assistance was provided in the region to build up information networking and symposia were organized to disseminate information on migration. Recommendations were also developed to improve statistics on migration and for the standardization of occupational classifications in the region. Training courses were organized in China and Viet Nam on trends in the international labour market.

Governments and the social partners in labour-sending countries can take a number of measures to support workers who migrate for employment. These include supplying information on receiving countries to potential migrant workers, providing training so that they can acquire employable skills, emphasizing the need to obtain contracts before they leave, negotiating clauses in contracts with labour-receiving countries which ensure equality of treatment and establishing social security agreements. With regard to remittances, they can provide potential emigrants with information on remuneration systems and take measures to facilitate the repatriation of their earnings. With a view to strengthening migration policies in Arab labour-sending countries in these and other respects, a regional seminar was organized and a regional project launched. In the Asian and Pacific region a number of training courses were organized to strengthen the capacity of the staff of ministries of labour to deal with migration questions. A regional training course was organized for Asian labour attachés, whose functions and responsibilities are increasingly being shaped by the nature of the emerging labour migration system in the region. In addition, a project was carried out with international workers' organizations to define the role that Asian trade unions can play in protecting the rights of migrant workers. Activities were also undertaken in the region in collaboration with employers' and workers organizations and other non-governmental organizations to provide training, relief and counselling services to migrant workers, returnees and their families. In Hong Kong, Indonesia and Sri Lanka these activities included the production of information materials for women migrants and the counselling of women returnees.

The support which can be provided to returning migrants includes helping them to use their savings for productive purposes and assisting them in finding employment. In support of the ILO's work in this context, studies were carried out on migrants' remittances and how they can be mobilized for development in the South Pacific.[20] In Mozambique training was provided to returned migrant workers to help them construct irrigation systems and grow food crops. In Asia and the Pacific many migrant workers were forced to return to their countries of origin by the Persian Gulf crisis. In the aftermath to the crisis, assistance was provided to several countries in relation to the claims of returnee migrants. This included help in the computerization of claims forms. In Viet Nam support was provided for the training of migrant workers who could not find employment following their return. A project was also undertaken in Sri Lanka to strengthen the capacity of the Government to provide relief, training and employment opportunities to its citizens who had to leave Kuwait as a result of the Gulf Crisis.

One recognized means of reducing migratory pressure is to increase employment opportunities in traditional labour-sending countries. In this context, a programme was launched with the aim of making better use of international aid to reduce the need for emigration from the Maghreb countries (Algeria, Morocco and Tunisia). An international meeting was organized in collaboration with the UNHCR to discuss the role that international aid can play in promoting alternatives for migration from the Maghreb countries to Europe. The discussions included an examination of ways in which foreign assistance can create income-earning opportunities in the poorest areas and thereby reduce the need for the categories of workers concerned to migrate. The meeting was followed up with workshops to formulate concrete proposals for action at the national level.

In its work to promote equality of treatment for migrant workers in labour-receiving countries, advisory services were provided to assist countries develop policies on foreign workers which are in accordance with ILO principles. The training provided included a course in Brunei for labour ministry officials on labour-management conflict in a cross-cultural context. This work was supported by a series of studies on discrimination against immigrants in a number of industrialized and developing countries in Western Europe, the Americas and the Pacific region.[21] A comparative study of France, Germany, the Netherlands and Sweden[22] evaluated existing policies regarding migrant workers with a view to identifying differences in the way these workers are integrated into their social and economic environment. It found that, although all four countries pursued a range of measures designed to facilitate the access of migrants to employment, none of the measures resulted in effective social and economic equality between comparable groups of national and migrant workers.

Conditions of work

One of the priorities of the ILO's work to improve conditions of work was to establish a clear and demonstrable link between improved conditions of work and increased productivity, particularly in relation to small and medium-sized enterprises. This involved the development of a methodology for achieving better productivity through improvements in working conditions and the application of this methodology through training and advisory services. Another aim of ILO work in this field was to concentrate on the conditions of work of specific categories of workers so as to draw attention to emerging problems of a more general nature and thus raise awareness of the issues involved and the way they are tackled at the national level in various countries. In a number of cases this work has led to proposals for the adoption of international labour standards. Work was carried out during the biennium on the situation of homeworkers, older workers and workers with family responsibilities, and on the issues of flexible working time arrangements, workers' privacy and drug and alcohol abuse.

The ILO's tripartite structure places it in a privileged position to draw attention to the mutual benefits which can be gained by employers and workers from close collaboration on all work-related issues. The organization of work and ergonomics are important in increasing flexibility, productivity and product quality while at the same time improving the quality of work and job satisfaction, reducing accidents and the level of stress and strain, and decreasing the rate of absenteeism from work. The conceptual background to this principle was examined in a study entitled *On business and work*,[23] which drew attention to the significant contribution which can be made to business efficiency by a skilled and motivated workforce in systems which encourage participation. The practical side of this work is represented by the programme known as Work Improvements in Small Enterprises (WISE). Small and medium-sized enterprises, particularly in developing countries, generally suffer from poor conditions of work, which cannot normally be influenced by traditional enforcement practices. Under the WISE programme, national trainers from ministries of labour and productivity centres, and in some cases labour inspectors, are instructed in the techniques involved and assisted in the organization of short training courses for entrepreneurs. They are provided with training materials covering nine areas in which improvements can be made in the enterprise, including materials handling and storage, work-station design, machine safety, lighting and the control of hazardous substances. On the basis of examples of the successful application of these techniques, the entrepreneurs are encouraged to look critically at their work processes with a view to improving both productivity and the conditions under which the work is carried out. During the biennium, projects using the WISE technique were launched in the Philippines and the southern cone of Latin America, and activities were undertaken to introduce the approach in Brazil, Kenya and the United Republic of Tanzania. Where this approach has been used there have been many improvements in the enterprises concerned and progress has been made in establishing a process of continual improvement of working conditions and productivity.

In response to the far-reaching changes which are being experienced in many countries in the field of working-time arrangements, a tripartite meeting of experts was held to consider a draft code of practice on the arrangement of working time at the establishment level and to provide guidance on future ILO action in this field. However, the meeting concluded that the conditions did not exist to adopt such a code by consensus. Nevertheless, the experts agreed that certain provisions of the principal ILO standards covering hours of work (Conventions Nos. 1 and 30) did not adequately reflect some recent developments in working-time arrangements. With the exception of the experts appointed by the Governing Body after consultation with the Employers' Group, they were in favour of revising these Conventions to reflect these concerns and to provide measures which ensure appropriate flexibility and adequate workers' protection. In the context of recent developments in working time arrangements, a first discussion was held by the Conference in 1993 of proposed standards on part-time work. This will be followed by a second discussion in 1994 with a view to the possible adoption of labour instruments.

Progress in electronic technology has opened up new possibilities for controlling the performance and health status of employees and for compiling, processing and transferring personal data on employees. In order to extend knowledge of the situation as regards the protection afforded to personal data on workers, information was collected and disseminated on existing approaches to the protection of workers' privacy. Following the publication in 1991 of the *Conditions of work digest* on workers' privacy and the protection of personal data, two further issues of the *Digest* were published covering the surveillance and monitoring of workers at the workplace and the testing of workers and job applicants.[24] These publications described the approaches to these questions in various countries and contained a compilation of information on the relevant international standards, national legislation, court cases, collective agreements, policies and enterprise practices. Work also began on the preparation of a draft code of practice on workers' privacy.

Homeworkers are often poorly protected as a result of their ambiguous legal status, their lack of visibility and their isolation. In countries where protective legislation exists, problems of enforcement are common. Elsewhere legislation is inadequate or unclear. In response to the recommendations of a meeting of experts held in 1990 on the social protection of homeworkers, an analysis was undertaken of a number of action programmes for the protection of homeworkers, documenting programmes which have been successful in improving the legal rights and general social and economic situation of homeworkers and in increasing their bargaining power, skills and opportunities in the labour market. In November 1993 the Governing Body decided to include the question of the social protection of homeworkers on the agenda of the Conference in 1995 with a view to the adoption of international labour standards on homework.

Older workers, particularly in the industrialized countries, tend on average to leave the labour force well before their official retirement age. This is partly due to the adoption by governments and employers of measures, such as early retirement schemes, which are designed to encourage older workers to leave their jobs early in order to make room for the young unemployed. However, the age composition of the population is undergoing far-reaching changes, particularly in the industrialized countries but also in many developing countries. It is estimated that in Western Europe older workers (aged 55 and over) will account for over one-third of the total population by the year 2025. In this context, employers will have to pay much more attention to the specific requirements of this category of worker. A series of papers was therefore prepared on the conditions of work of older workers in a

Stress: The hidden costs [25]

Stress can be a major factor in inhibiting performance at the workplace. Its very real costs include absenteeism, sickness and health problems, compensation claims and the inferior quality of the work performed. By way of illustration, some estimates claim that up to 40 per cent of absenteeism in industry in the United Kingdom can be attributed to mental or emotional problems.

However, the very high hidden costs of stress at work are only just beginning to be recognized. Action is being taken to prevent occupational stress in only a few countries and by a few employers and insurance institutions. Elsewhere there is little awareness of the problem of the measures which can be taken to combat it.

The ILO has therefore embarked upon a programme of work to assess the problem of occupational stress, identify effective approaches to preventing it and raise awareness of the benefits which can be obtained from adopting the appropriate preventive measures. The *Conditions of work digest* (Vol. 11, No. 2, 1992) broke new ground by publishing the ILO's analysis and evaluation of a number of the stress prevention programmes which have been implemented in various countries. The *Digest* found that some programmes had been very effective in combating stress and enhancing overall performance. In a company in Sweden, for example, following the introduction of an anti-stress programme, turnover dropped rapidly, absenteeism was reduced and productivity increased, with the result that on-time deliveries rose by 10 per cent. Absenteeism among workers with chronic health problems fell from 14 to 2 per cent. In another case, the number of days lost in the postal services in the United Kingdom decreased by 60 per cent among workers who benefited from stress counselling.

The measures adopted to combat stress vary. They include legislation in some countries, as well as enterprise level anti-stress programmes, which have to be adapted closely to the specific conditions of the workplace. These programmes often focus on increasing the participation of the workforce, changing management practices and the manner in which is organized, and improving working conditions.

As a basis for the ILO's future work in this field, it is planned to prepare a series of manuals on stress prevention which will identify measures which are liable to yield both health and productivity results at relatively contained costs. The first set of manuals will cover nursing personnel, workers in offshore operations, air traffic controllers, assembly line workers and bus drivers.

number of industrialized countries.[26] They found that there are very few examples of the adoption of clear policies by governments or special measures by enterprises to retain older workers and adjust working conditions to their needs. However, in some cases informal arrangements are agreed upon which enable the employer to make use of the special skills of older workers, such as hiring retirees under consultancy contracts. The papers also pointed to a number of interesting examples of positive action to meet the needs of this category of worker and to raise awareness of the problems involved.

Because women usually bear the major responsibility for family care, they are most affected by having to take time off work, arriving late at work and the problems of low morale and job security which often result. Women also find their employment opportunities restricted by the lack of arrangements for family care, including day-care and social support services. Complementing the work carried out in previous biennia on child care, a review was undertaken of the policies, legal provisions and approaches adopted in industrialized countries in connection with care for the elderly — an issue which is all too often ignored. To identify current efforts to help workers fulfil their family responsibilities towards the elderly, national monographs were prepared on the situation in a number of industrialized countries. On the basis of these monographs, a review was undertaken of the various approaches adopted and the options which are available. The review examines the extent to which assistance has been provided through measures such as flexible leave policies, fiscal advantages for care givers, housing policies and social security provisions. It also describes community measures such as the creation of information and support groups which have been successful in easing the burden of care givers, as well as a small number of experimental measures that have been adopted by employers to provide adult day care.[27]

Drug and alcohol abuse may give rise to a number of problems at the workplace, including a decline in productivity, a higher rate of absenteeism, an increase in the incidence of accidents and a higher rate of staff turnover. There has also been increased recognition of the role that the working environment, including the manner in which work is organized, may play in causing or exacerbating drug and alcohol problems. With a view to the elaboration of policies and standards on the management of drug and alcohol problems at the workplace and in order to protect the legitimate interests of the workers concerned, a manual was prepared for national policy-makers on the treatment and rehabilitation of addicts.[28] Assistance was also provided to nearly 30 countries during the biennium for the formulation of policies and the development of prevention, treatment and rehabilitation programmes at the community and workplace levels. The assistance involved the provision of advisory services, the organization of orientation seminars and staff training courses, and the development of resource materials and demonstration programmes. These activities have resulted in increased awareness of drug and alcohol issues and the need to expand the scope of drug control activities through demand-reduction initiatives. With regard to seafarers, pilot prevention programmes, based on the guidance provided by a tripartite meeting of experts on drugs and alcohol in the maritime industry, were initiated in 1993 with shipping lines and seafarers' organizations. These revolve around the provision of information to seafarers, often in predeparture orientation sessions. The information frequently includes indications of the attitude adopted towards drug and alcohol abuse by the various national maritime authorities with which the seafarers are liable to come into contact.

The question of drug and alcohol testing at the workplace raises many ethical and moral issues, including the problem of data privacy. A tripartite meeting was organized in Norway to examine the matter from various perspectives, including testing methodologies and programmes, and current practice and experience. The meeting agreed upon a set of guiding principles relating to drug and alcohol testing at the workplace. These principles emphasized that the circumstances of most types of employment do not give sufficient grounds to warrant the introduction of a programme of testing. Consultations should always be held before any decision is made to undertake drug and alcohol testing.

Occupational safety and health

The ILO's work in the field of occupational safety and health is based on the considerable body of international labour standards which have been adopted in this field. These were supplemented during the biennium by the adoption in 1993 of the Prevention of Major Industrial Accidents Convention (No.174) and Recommendation (No. 181). The ILO's work to prevent occupational health and safety risks centres around the formulation of safety and health policies, the development of appropriate institutions and networks, the provision of practical guidance to reduce the incidence of work injuries and accidents and activities to strengthen national capacity to identify and control the most widespread sources of exposure to work-related diseases. The activities undertaken in the field of the working environment and ergonomics are designed to encourage a more integrated approach which contributes to the improvement of the working and general environment. This work is supported by a significant effort to compile and disseminate information on occupational health and safety questions.

The adoption of coherent and effective national policies on occupational safety and health, including the establishment or strengthening of the appropriate institutions at the national level, is crucial to improving safety at the workplace. The assistance which was provided to member States to help in the formulation and implementation of national policies that are in line with the relevant ILO standards took various forms. Regional and subregional tripartite workshops and seminars were organized to strengthen the information, networking and training capabilities of governments, employers' and workers' organizations and other relevant institutions. National projects were also undertaken to strengthen safety and health institutions in Botswana, China, Lesotho and Swaziland. Other activities, such as those carried out in China, Myanmar, Pakistan, the Syrian Arab Republic and Viet Nam, assisted in the development of organizational arrangements and specific safety and health activities in the construction and mining sectors. As a basis for the provision of technical guidance to member States concerning the collection of reliable occupational safety and health data, a draft code of practice was prepared on the recording and notification of occupational accidents and diseases. Advisory services were also provided on accident reporting and the development of statistical systems covering occupational accidents and work-related diseases.

The XIIIth World Congress on Occupational Safety and Health was held in India in April 1993. It was the first time that this major triennial event had been held in Asia, or in a developing country. The XIIIth World Congress provided an opportunity for an extensive exchange of views between the 730 Indian participants and their 800 international colleagues. The discussions focused on current enterprise-level safety and health programmes, the prevention of occupational accidents and diseases in various branches of economic activity, the role of employers' and workers' organizations in preventing occupational safety and health problems, and trends and priorities for the 1990s.

The compilation of safety and health information in a readily usable and internationally comparable form and the dissemination and ready availability of this information are two major instruments in the prevention of occupational accidents and work-related diseases. The ILO's work in this context continued to focus on the International Occupational Safety and Health Information Centre (CIS). Safety and health information continued to be presented in a variety of forms. These included the bi-monthly bulletin *Safety and Health at Work*, which contains a broad range of safety and health information, the development of a collection of chemical safety data sheets, and the CIS's database, a significant part of which is devoted to information on laws, regulations, directives and compulsory standards in the field of safety and health. The chemical safety data sheets, which are available to the public in a special collection, identify a hazardous substance, its manufacturer or importer, the risks involved and the precautions which should be taken. In the field of occupational health and safety, the ILO *Encyclopaedia of occupational health and safety* is one of the world's standard reference works. Work proceeded during the biennium on the preparation of the 4th edition of the *Encyclopaedia*.

The dissemination of occupational safety and health data is carried out not only through publications but also through seminars and development of the network of CIS national centres, which expanded in number from 60 to 74 during the biennium. About half of these centres are in developing countries. The centres play an important role in circulating safety and health information and in disseminating it in the appropriate language at the national level. The CIS publishes most of its information in electronic as well as in printed form, and particularly on CD-ROM (compact disk — read-only memory). By the end of the biennium the safety and health information issued by the ILO on CD-ROM was being provided regularly to nearly

3,000 users worldwide. Assistance was provided during the biennium to help institutions in nearly 40 developing countries acquire the appropriate equipment through technical cooperation activities. Since many public and private sources of occupational safety and health information also make their data available on CD-ROM, this assistance has a rapid multiplier effect through the use of the equipment to access data from other sources. With these substantial data resources, the capacity of national institutions to solve the problems of their constituents without further external assistance is greatly increased. The microcomputer-based systems have also made it possible for local, national and regional bodies to gather information and share it easily with their counterparts elsewhere. As a result, in several countries in Africa and Asia compilations of workplace accident statistics and registries of potentially hazardous industrial installations are being established. The computer systems also facilitate the cheap local production of safety materials. By way of illustration, in one south-east Asian country a safety and health institute acquired data sheets on hand tools from a source in an industrialized country and rapidly converted them into safety guides in the native language. This and other initiatives have provided models which are replicable elsewhere. A number of projects were undertaken to develop information activities in the field of occupational safety and health, including two which covered the English-speaking countries in Africa and 20 countries in Asia.

The substantial use of chemicals is essential to sustainable development and to meet the social and economic goals of the world community. However, in view of their impact on the health of workers, the public and the environment, safety in the use and disposal of hazardous chemicals is a major concern worldwide. In its efforts to promote safety in the use of chemicals at work, the ILO was active in international forums and through advisory work in all regions. The provisions of the Chemicals Convention, 1990 (No. 170), were translated into practical guidance in the form of a code of practice and a training manual on safety in the use of chemicals at work.[29] The code provides guidance on the formulation of legislation and the safe use of chemicals by suppliers and users. These materials supported action to develop practical approaches and techniques in the field of chemical safety through the organization of regional and national training seminars and symposia in

Africa, Central and Eastern Europe, Latin America, Asia and the Arab States. These activities included a subregional project in Central America which dealt mainly with safety in the use of pesticides in agriculture.

In order to prevent accidents in the handling of toxic chemicals, it is becoming increasingly important to harmonize the classification of chemical substances at the international level. In this respect, the ILO collaborated with the UNEP/ILO/WHO International Programme on Chemical Safety (IPCS). A coordinating group has been set up within the IPCS to concentrate on the establishment of a globally harmonized system for the classification and labelling of hazardous chemicals by the year 2000. In support of this work, a compilation was made of the phrases used in the ILO's chemical safety data sheets with a view to assessing their variability, identifying obstacles to their comprehension and providing a basis for drawing up an agreed list of preferable expressions.

In addition to the adoption of Convention No. 174 and Recommendation No. 181 on the prevention of major industrial accidents, assistance continued to be provided to member States for the establishment of major hazard control systems. These activities were concentrated in Asia, although training seminars on this subject were also held in the Arab States. The ILO also provided technical advisory services following major accidents in Senegal and Thailand, as well as advice to Nigeria and Cyprus on the prevention of major hazards.

In recent years a number of serious accidents on offshore petroleum installations, in particular the destruction by fire and explosion of the *Piper Alpha* in the British sector of the North Sea, have indicated the existence of serious safety issues. As a result of the inquiry into this disaster and the re-examination of policy elsewhere, new approaches to safety management are being introduced. In 1993 a tripartite meeting on off-shore petroleum installations endorsed an approach to safety management based on self-regulation by enterprises within a framework of regulations which set safety objectives and the use of safety management systems. The conclusions of the meeting also addressed ways in which improvements could be achieved in the safety performance of contractor companies, whose employees perform much of the dangerous work and are involved in a disproportionately high number of accidents. The scope of the application of labour legislation, including international labour standards, was also examined and suggestions were made for improving the quality of accident statistics as a basis for safety analysis. In the months following the meeting, a number of requests were received from governments and the industry for help in translating and disseminating the conclusions of the meeting and for assistance in applying them.

Occupational lung diseases are one of the largest categories of work-related diseases all over the world. Work continued during the biennium on raising awareness and strengthening technical capacity to develop practical action programmes. The Eighth Session of the International Conference on Occupational Lung Diseases and an international symposium organized in Austria contributed to the gathering and dissemination of knowledge on these diseases and their prevention. Training workshops on the prevention of lung diseases, based on the ILO classification of radiographs of pneumoconioses, were also organized in Algeria, the Czech Republic, France and Morocco.

New evaluations of the effects of radiation have demonstrated the need for more stringent radiation protection. The ILO therefore participated in inter-agency work to revise the International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources and prepared training materials on radiation protection for health care personnel. In addition, a draft safety guide on occupational radiation protection in the decommissioning of nuclear facilities was prepared in collaboration with the International Atomic Energy Agency. Practical guides were also prepared to protect workers from non-ionizing radiation such as lasers and electric and magnetic fields.[30]

The work of seafarers and dockers exposes them to several specific health and safety risks. In particular, the rapid rate of technological progress on board ship and in port has changed the dangers to which they are exposed. In order to take into account these changes, a meeting of experts was convened to revise the ILO Code of practice on accident prevention on board ship at sea and in port.[31] The code was revised to take into account shipping practices such as the use of containerized and other specialized ships. Other issues relating to the health of seafarers, including the risk and prevention of infection from blood-borne and sexually transmitted diseases, the danger of the abuse of drugs and alcohol and the incidence of mental diseases and psycho-social disturbances associated with work on board ship, were discussed by the Joint ILO/WHO Committee on the Health of Seafarers, which adopted conclusions on all of these issues.

Social security

The ILO's mandate includes the promotion of programmes to extend social security measures to provide a basic income to all in need of such protection and comprehensive medical care. In pursuit of this objective, the ILO's activities relating to social security are directed towards the development in member States of sound social security systems which are in harmony with the prevailing economic and social conditions. An important aspect of these activities is the attainment of internationally acceptable levels of social protection, including equality of treatment for nationals and non-nationals, through the promotion of the relevant ILO standards.

The biennium saw the emergence of a broader approach to the development of social security based on a recognition of its interdependence with economic policy and other forms of social protection. The aims of this approach are to ensure that social security systems make the best use of the available resources and that they are designed to complement and support economic policy. In many countries social security systems form part of a broader network of social protection measures which endeavour to offer better prospects of a reasonable standard of living. There is therefore a need for strategic planning and coordination within the overall social protection network in the interests of achieving greater social equity and a more efficient use of resources.

Placing social security in this broader perspective is an important aspect of ILO services provided to member States which are undergoing fundamental economic reform, where the social protection systems and social security schemes require restructuring to adapt to new circumstances and needs. In this context, the advice and assistance provided to member States invariably necessitates a comprehensive analysis of national social protection systems and their impact on social needs. Even where technical cooperation projects are designed to focus on relatively narrow objectives, the approach is generally adopted of encouraging member States to look beyond the immediate problem to its wider implications. Comprehensive analyses of national systems were undertaken during the biennium in China, Indonesia, Madagascar and Namibia. In these cases, the formulation of a strategy for reform and development provided the basis for establishing a timetable and agenda to guide the process of reform from the policy formulation stage through to its implementation. The support provided in this process included technical assistance to improve the management, operation and financial stability of the schemes.

The call for reform has been strongest in those areas of the world which are undergoing structural reform or where, by virtue of economic conditions and other factors attributable to the political environment or to unsatisfactory administration, social security schemes are experiencing particular difficulties in meeting their objectives. In both Africa and Latin America the impact of structural adjustment processes has overshadowed existing deficiencies and led to a call for radical reform. The debate on the effects of economic restructuring on social security was addressed at the Regional Conference of American States Members of the ILO which was held in Caracas in 1992, and subsequently at a regional tripartite meeting of experts on social security in Mexico in 1993 (see Chapter 4 for more information on these two meetings). In English-speaking Africa this is illustrated by the replacement of provident funds by social insurance pension schemes. Several projects were undertaken to design schemes of this type and to achieve the necessary administrative improvements. In French-speaking Africa, where social insurance pension schemes already exist, the problems which were identified related to the financial stability of the funds and their limited coverage. In Eastern and Central Europe the projects which were undertaken concerned the provision of assistance for the development of new social security systems which correspond to the new economic environment. By way of illustration, a project was undertaken in Romania which concentrated on the reform of the pension system. Another project in the Czech and Slovak Republics concerned the implementation of a new system of social security contributions, and a preliminary project was carried out in Mongolia to assist in the development of a new social protection system. Further advice in this context was provided to countries in Central and Eastern Europe and Latin America, and in particular to Bulgaria, Poland, Brazil,

Social protection in Madagascar

The social protection network in Madagascar suffers from weaknesses which are common to many developing countries. Coverage, particularly in so far as cash benefits are concerned, is confined to the small percentage of the active population which is employed in the formal sector. In the context of the implementation of a structural adjustment programme, the weaknesses of the system have been compounded by the loss of credibility of the principal social security institution, the National Social Insurance Fund. The Fund is experiencing administrative and financial problems, provides only a low level of uncoordinated benefits, the value of which has been eroded by inflation, and collects only a part of the contributions which should be payable.

During the 1992-93 biennium the ILO undertook a review of the entire social protection sector in Madagascar, as well as a financial and social audit of the National Social Insurance Fund. The recommendations made included the review and harmonization of the currently fragmented and complicated legislation on social protection and the identification and development of certain basic benefits, such as primary health care, for the most vulnerable categories of the population. The rehabilitation and development of the National Social Insurance Fund implies that it should enjoy a large measure of autonomy under the direction of a re-established tripartite board to ensure that its operations are transparent and that it is administered exclusively for the benefit of the insured persons. It was recommended that space be left for complementary social protection through private insurance or specific social security bodies and that the whole social protection network, both public and private, be supervised by an institutional body, which would ensure its overall cohesion. Recommendations were also made with a view to the eventual extension of the National Social Insurance Fund to cover activities, such as small and micro-enterprises, which are relatively close to the formal sector and where it is possible to identify the income of the persons concerned.

The ILO's recommendations were accepted by the Government towards the end of 1993 and a UNDP/World Bank project to implement the recommendations is under discussion. The approach adopted in Madagascar of situating social security reform in the framework of overall economic policy is now being explored for application in other African countries.

Chile and Colombia. A mission was also carried out in India to determine the basis for ILO technical assistance on a broad front in view of the introduction of new economic policies and their implications for the labour market and the social protection system.

The economic restructuring programmes embarked upon by many developing countries have caused the cost of health-care delivery systems to become a major issue. In practice, the problems of cost-effectiveness and cost containment are similar whether countries are setting up a new health-care system or adapting existing infrastructure. Technical advisory services were provided and technical cooperation activities undertaken in Kuwait, Nigeria, Poland, Thailand and a number of Latin American countries to assist in the planning, management and financing of health care systems and in assuring that they give value for money. A meeting on health insurance planning and management was organized in the Turin Centre in 1992 for health insurance planners and administrators from Central and Eastern Europe. The meeting provided an opportunity to highlight the practical difficulties of reform at a time when many of the countries concerned were embarking upon a transition from a tax-financed public service health care system to a contributory social insurance system as part of a broad overhaul of their entire social protection systems. Following the meeting, a set of technical notes was produced on the planning, management and financing of social health insurance for the use of technical assistance teams and trainers.[32] Guidelines were also prepared for the development of social health insurance, in collaboration with the WHO.[33] In addition research was carried out to analyse the health care situation under social security in 21 African countries.[34]

In the ILO's work to develop social security systems, high priority continued to be given to strengthening the training of the staff employed in social security institutions in member States. Assistance in the establishment of staff training units was an important aspect of technical cooperation projects in Nigeria, the United Republic of Tanzania and Uganda. In each case, training materials related to the needs of the institution were produced and introduced by local counterparts. Based on experimental work completed during the previous biennium, training modules were also produced on social security techniques, the financing of social security and automatic data processing. The modules are designed to be sufficiently flexible for users of various levels and with different degrees of knowledge and experience.

Activities to promote equality of treatment in social security between nationals and non-nationals included the development of international social security agreements. In this context, assistance was provided for the preparation of a general social security convention for the member States of the Economic Community of West African States (ECOWAS). The convention covers all branches of social security and all workers migrating from one ECOWAS State to another. It was adopted by ECOWAS in March 1993. The ILO also drafted the text of an administrative agreement relating to the convention, which is due to be discussed by the ECOWAS Social and Cultural Affairs Commission in 1994. Following the construction of a canal link between the Main and the Danube, the ILO supported the elaboration of a European agreement concerning the social security of boatmen engaged in inland navigation.

Activities continued during the biennium to compile and disseminate comparable information on social security, including social security statistics, legislation and international agreements. The full results of the Thirteenth Inquiry into the Cost of Social Security (1984-86) were published[35] and the Fourteenth Inquiry, covering the years 1987-89, was being processed. The databases of the social security information system were continuously updated and used in support of technical advisory and technical cooperation services, as well as to answer requests for information on various aspects of social security from government departments, institutions and individuals.

The ILO's activities during the biennium in relation to actuarial valuations included providing the financial components of technical cooperation activities in developing countries designed to provide advice on overall social security reform, as well as undertaking work which was focused on the more specifically financial and actuarial aspects of social security systems. Computer support was provided for the actuarial valuations of social security schemes carried out by national actuarial staff, and the ILO's personal computer-based actuarial projection model was further developed.

International Social Security Association

The work of the ILO in the field of social security is complemented by that of the International Social Security Association (ISSA), a non-governmental organization representing national social security institutions. The membership of ISSA in December 1993 comprised 246 affiliated member institutions from 116 countries and 90 associate members from 36 countries. ISSA's activities are based on the exchange of information and administrative experience in the fields of social security and occupational safety and health through the organization of international and regional meetings and training seminars. These activities are supplemented by its research work and publications.

One of the objectives of ISSA is to improve the training of middle-level managerial staff in social security institutions. The participants in its training courses are instructed in the use of specially prepared training manuals and other training materials, which they can then use to train their colleagues.

In order to support the computerization of social security schemes, ISSA is developing and updating a databank on the computer systems and applications used by its member institutions. It has also established a network of electronic data-processing correspondents covering its member institutions throughout the world and publishes a *EDP Bulletin* containing information on the most recent developments in the field. These activities are supported by the organization of conferences, meetings of experts and training seminars on various aspects of the application of electronic data processing to the administration of social security.

With the aim of making information on social security more readily accessible, ISSA, together with the ILO, is developing an integrated international information system on social security, containing data on social security law, information on social security schemes throughout the world and their activities, and statistics on social protection at the national level.

Over the years, social security institutions have come to play an increasingly active role in the prevention of occupational accidents and diseases. In addition to its numerous international committees and working groups on the prevention of occupational accidents and diseases, ISSA has extended its work to include the compilation of comparable national statistics on this subject and the dissemination of information on occupational risks, with a view to raising the general level of awareness of the need for preventive measures. In support of this aim, work has commenced on the preparation of publications and audio-visual materials for awareness-raising campaigns and the training of instructors, particularly in the developing countries. This approach was welcomed by the participants in the XIIIth World Congress on Occupational Safety and Health, which was organized jointly by ISSA and the ILO in New Delhi in March 1993.

Notes

[1] The following studies on gender equity will be published as F/POL working papers: *Gender equity aspects of training policies and systems: Conceptual framework and summary findings*, by G. Goodale; *Gender equity aspects of training policies and systems: The case of the U.K.*, by C. Callenden; *Gender equity aspects of training policies and systems: The case of the USA*, by S. Van Fossen; *Gender equity aspects of training policies and systems: The case of Sri Lanka*, by S. Jayaweera.

[2] *Action to assist rural women* (provisional title), by E. Hall (forthcoming).

[3] *Equal opportunities for women: The implications of adolescent pregnancy and childbirth in sub-Saharan Africa for ILO policies and programmes*, by Y. Yeboah, POP/WP.186.

[4] *Diversification des activités génératrices de revenus ouvertes aux femmes Ouest Africaines*, by M.L. Boa, F. Dewez and R. Schamhart, CIADFOR.

[5] The following working papers were published on women and trade unions: *Women workers, unions and industrial sectors in North America*, by S.C. Eaton, IDP Women/WP.1; *Women workers and unions in Europe: An analysis by industrial sector*, by S. Hastings and M. Coleman, IDP Women/WP.4; *The unionization of women workers in different industrial sectors in South Africa*, by C. O'Regan and B. Thompson, IDP Women/WP.10; *Participación de la mujer en los sindicatos de Venezuela*, by D. Balliache and C.E. Febres, IDP Women/WP.11; *Women in trade unions in Trinidad and Tobago*, by R. Clarke, IDP Women/WP.17.

[6] Case-studies have been done on Brazil, Canada, France, the Philippines, South Africa, the United Kingdom and Uruguay. They will be published with a comparative analysis: *Collective bargaining and the promotion of equality*, ed. S. Olney.

[7] *Les syndicats et les travailleuses dans le secteur non structuré: le cas des travailleuses domestiques à Recife, Brésil, et des vendeuses sur les marchés à Ouagadougou, Burkina Faso*, by M. Anderfuhran and M. Cisse, IDP Women/WP.6; *Organizing home workers in the informal sector in Australia, the Netherlands and Canada*, by J. Tate, IDP Women/WP.7; *Investigación sobre las actividades emprendidas por las organizaciones de trabajadores/as rurales de algunos países de América Central y República Dominicana para fortalecer la participación de la mujer*, by M.D. González, IDP Women/WP.18.

[8] *Women in trade unions: Organizing the unorganized*, by M. Martens and S. Mitter (forthcoming).

[9] *Conditions of work digest*, Vol. 13: *Maternity protection* (forthcoming).

[10] Regional reviews on women and social security were undertaken in the Middle East, Central and Eastern Europe, Asia and Western Europe and North America. The following regional review was published as a working paper: *Women and social security in Latin America, the Caribbean and sub-Saharan Africa*.

[11] *International labour standards and women workers: Information kit*; *Women workers' rights: Multimedia training package*.

[12] *Comparable worth and gender discrimination: An international perspective*, by M. Gunderson (forthcoming).

[13] *Gender inequality in the labour market: Occupational concentration and segregation. A manual on methodology*, by J. Siltanen, J. Jarman and R.M. Blackburn (forthcoming).

[14] *Conditions of work digest*, Vol. 11, No. 1: *Combating sexual harassment at work*.

[15] *The remuneration of nursing personnel: An international perspective*.

[16] *Statistics on child labour - a brief report*, in *Bulletin of Labour Statistics*, 1993-3.

[17] *L'Inspection du travail et l'élaboration d'une politique relative au travail des enfants: Guide de formation*, by J.-M. Derrien, ADMITRA, document 36.

[18] *New approaches to combating child labour* (provisional title), by B. Myers and J. Boyden (forthcoming).

[19] *First things first: Eliminating hazardous child work*, by B. Myers and A. Bequele (forthcoming).

[20] *A study of remittances and financial development in the South Pacific* (draft), by J. Foster; *Migration and remittances in Tonga and Western Samoa* (draft), by R. Brown and J. Connell.

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Regional activities

4

The most significant development in the structure of the ILO's regional activities during the biennium 1992-93 was the elaboration and progressive implementation of the active partnership policy. The aims of the policy are to bring the ILO closer to its constituents and improve the technical services provided to them.

The cornerstone of the active partnership policy is the network of multidisciplinary teams, many of which were established during the biennium 1992-93. The teams have been established to enable the ILO to respond quickly to requests from its tripartite constituents. Their role is to provide policy advice and practical guidance on technical issues within the ILO's mandate. The structure of the multidisciplinary teams reflects the two pillars which form the basis for all other ILO activities, namely tripartism and international labour standards. This is particularly important in the ILO's regional activities, where it is essential to maintain unity of purpose and adherence to the Organization's fundamental principles. The composition of each team therefore includes advisers on questions related to employers' and workers' organizations and a specialist on international labour standards. In this way, the complementarity between standards and technical cooperation which is essential to the work of the ILO will be ensured.

Once the network is fully in place in 1994, there will be a total of 127 specialists assigned to the 14 multidisciplinary teams (MDTs): five in Africa (Abidjan, Addis Ababa, Cairo, Dakar and Harare); four in Latin America (Lima, Port of Spain, San Jose and Santiago); three in Asia (Bangkok, New Delhi and Manila); one in Europe (Budapest); and one in the Arab States (its location is still to be determined). The Central and Eastern European team was the first to be established: it formally opened its office in Budapest in January 1993. The East Asia team, based in Bangkok, started operations in May 1993, followed by the South Asia team, based in New Delhi, in July 1993. The third Asian MDT, the South-East Asia and Pacific team, based in Manila, should be operational at the beginning of 1994. In Africa, four out of five MDTs had been constituted by the end of 1993. The teams cover Central and West Africa (Abidjan), North-West Africa (Dakar), North Africa (Cairo), Southern Africa (Harare) and East Africa (Addis Ababa). In Latin America the Caribbean Team (based in Port of Spain) and the Americas Southern Cone Team (based in Santiago) began operations in 1993. It is expected that the Central American Team (based in San José) and the Andean Team (based in Lima) will be operational in the early part of 1994.

This chapter, which covers the ILO's regional activities during the biennium 1992-93, is composed of a general description of the activities undertaken in the regions in the fields of international labour standards, industrial relations and labour administration, tripartism and employers' and workers' organizations. The ILO's work on employment and development, enterprise and cooperative development, training and conditions of work and social protection are then dealt with region by region. However, it should be noted that all the activities relating to women workers, child labour and migrant workers are covered in Chapter 3.

International labour standards

One of the ILO's most important tasks remains that of sensitizing constituents to the benefits to be derived from the ratification and application of international labour standards. One aspect of the ILO's activities at the country level is the training of government officials and workers' and employers' representatives in how to fulfil the reporting requirements deriving from the ratification of ILO Conventions. Such activities in the regions took the form of national or regional training seminars, as well as direct assistance with reporting obligations or the interpretation of comments made by the Committee of Experts on the Application of Conventions and Recommendations or the Committee on Freedom of Association.

In Africa advisory services and training seminars were directed at dealing with difficulties arising out of historical circumstances and current socio-economic difficulties, as well as those stemming from a lack of administrative and technical capacity. In Asia various types of seminars and workshops were organized to familiarize constituents with standard-setting and ILO supervisory procedures, and to promote the ratification of Conventions. In particular, the annual Asian and Pacific symposium on standards-related topics introduced participants to the topics which were under consideration for standard-setting at the International Labour Conference. In Latin America activities were carried out in Central America, Colombia and Chile to increase awareness of the role and value of international labour standards in the formulation of national labour and social policies. Activities in the Arab States included the organization of a regional seminar to promote tripartite awareness of international labour standards and their compatibility with Arab labour standards.

The ILO's conviction that the social dimension of transition should not be neglected and that economic and social reforms need to go hand in hand was closely supported by its work to promote the application and ratification of international labour standards. The accession to membership of the Organization of many new States provided an excellent opportunity to rectify divergencies between the practice called for by international labour standards and the previous law and practice in those countries. Moreover, the break-up of the Soviet Union, Yugoslavia and Czechoslovakia required an additional effort to assist the new member States in respect of obligations deriving from international labour Conventions which had been entered into by their predecessor States. Assistance to 11 countries in Eastern and Central Europe took the form of seminars, the organization of study tours and the provision of technical advisory services.

As a response to the evolving situation in South Africa, and particularly the progress made towards political and constitutional changes, the Governing Body decided in November 1993 to suspend the application of the Declaration on Action against Apartheid. The Group of Independent Experts which had been set up in 1989 to monitor the implementation of sanctions completed its work by the end of the biennium. ILO activities included the organization of a series of seminars and a meeting with the major trade union organizations to increase awareness of ILO standards on freedom of association, tripartite consultation, equality of opportunity and non-discriminatory practices in employment. (See Chapter 1 for information on the Fact-finding and Conciliation Commission on Freedom of Association, which was set up in 1992.)

In its work to enhance the impact of international labour standards, the ILO continued to place emphasis on assisting constituents, particularly in the developing countries, to participate more actively in the implementation of these standards. This involved focusing attention on the basic human rights which lie within the ILO's mandate and ensuring that they are integrated into all the activities it carries out to assist member States. Efforts therefore continue to be made to improve the complementarities between ILO standard-setting and technical cooperation activities. In addition to ensuring that technical cooperation activities do not conflict with basic human rights standards, this involved the adoption of measures to raise awareness of the policy and practical issues to which standards give rise, so that problems concerning their application can be taken into account in the design and implementation of technical projects and activities. Training materials were produced for this purpose in several languages and a series of case studies, including one on Senegal, were undertaken to assist countries in the identification of specific problems relating to the integration of standards and technical cooperation activities.

Industrial relations and labour administration

The ILO has always placed special emphasis on the strengthening of labour institutions as an essential component of democratic development. Today labour administrations face formidable challenges in coping with the effects of phenomena such as the transition to a market economy, rapid technological advances, economic liberalization and the significant increases in unemployment and underemployment. In Latin America labour administrations need to adapt not only to the process of democratization but also to the effects of structural adjustment. With ILO assistance the Inter-American Centre for Labour Administration (CIAT) assisted member States and the social partners to adapt to these new realities. Projects were undertaken in several countries in the region to promote and develop national labour policies and modernize and restructure labour administration systems, including labour inspection. Assistance was also provided to many of the countries in Central and Eastern Europe for the development of labour institutions, including employment services and labour inspection. Chapter 1 contains a description of the project to develop the Ministry of Labour in Albania. Training and advisory services on matters related to labour administration and labour-management relations continued to be provided to the ILO's tripartite constituents by assistance to certain regional institutions (the African Regional Labour Administration Centre — ARLAC; the Asian and Pacific Regional Centre for Labour Administration — ARPLA; the Inter-American Centre for Labour Administration — CIAT; the Caribbean Labour Administration Centre — CLAC; the African Regional Centre for Labour Administration — CRADAT; and the Regional Arab Programme for Labour Administration — RAPLA).

Another important means of helping countries to move towards the goals set out in international labour standards is by assistance in the reformulation of national labour legislation. In particular, countries undergoing the transition to a market economy need to reformulate their labour laws to reflect the new political and social situation. Assistance in the elaboration or revision of labour legislation was provided in all the regions (see Chapter 1 for a more detailed account of these activities).

Tripartism

An effective tripartite structure at the national level is essential to the achievement of social justice. One of the major objectives of ILO activities in the regions is therefore the development of free and independent employers' and workers' organizations and the establishment of tripartite decision-making structures at the national level. The development and strengthening of tripartism was particularly important during the biennium 1992-93 when so many countries were undergoing a process of democratization and a transition to a market economy.

During the biennium several activities were specifically designed to raise awareness of the role of tripartism in democracy, economic development and social justice. A meeting in Brussels in April 1992 on new perspectives for tripartism brought together representatives of governments, employers and workers from 30 European member States and representatives from the European Communities, the Council of Europe and the OECD. Specific activities to promote tripartism and social dialogue were developed in a number of European countries, in particular Hungary, Poland and the Russian Federation.

In the Arab States particular attention was paid to promoting awareness of tripartism and its role in development. A tripartite workshop was organized on the concept and practice of tripartism and institutionalized dialogue. It was designed to increase awareness of the contribution that independent workers' and employers' organizations make to economic and social stability. Another activity directly related to tripartism was the regional seminar on the role of the media in the promotion of dialogue between the social partners, which was organized in collaboration with the Arab Labour Organization. The discussions highlighted the importance of ratifying the international labour Conventions which are most closely related to cooperation and coordination among the social partners, as well as promoting appropriate media coverage of tripartite consultations on social and economic issues.

In Africa the process of democratization which is under way in a number of countries provides an important opportunity for the ILO to promote tripartism as a means of institutionalizing a cooperative relationship between democratic governments and their social partners. One particularly successful example of the promotion of tripartism concerns ILO activities in Namibia, where a comprehensive programme of assistance was provided. This included the provision of advisory services and the organization of training activities to establish and strengthen the country's labour administration system. Support was provided for the drafting and enactment of the Labour Code and for the creation of a national employers' organization (see Chapter 1). Other activities included assistance in establishing workers' education programmes and the development of research capacity within the trade union movement. As a result of this comprehensive approach, it was possible to put in place the necessary institutional arrangements for tripartite consultation on economic and social policy and in the field of industrial relations.

In view of the important role that employers' and workers' organizations are expected to play in the development process, assistance was provided to develop tripartite consultation in employment policy formulation. In Zimbabwe the ILO worked closely with the Government and the central employers' and workers' organizations to prompt tripartite dialogue on the design and implementation of the country's economic and structural adjustment programme.

Employers' organizations

During the biennium 1992-93 work continued in all regions to strengthen employers' organizations and their role in national development. In countries undergoing the transition to democracy, such as Namibia, Mongolia, Viet Nam and the Eastern and Central European countries, special efforts were made to encourage the formation of strong and independent employers' organizations. In countries where they already existed, support was provided in the traditional areas of their competence, such as industrial relations, human resources management and enterprise development.

In addition to these more traditional activities, the types of services provided to employers' organizations are increasingly being tailored to cover issues of topical concern. For example, in Asia and Latin America special emphasis was placed on the social role and responsibility of employers' organizations. In the context of the implementation of structural adjustment programmes in these two regions, employers' organizations were provided with assistance to obtain a better understanding of, and access to, labour market information. These activities were closely linked to work which focused on strengthening the capacity of employers' organizations to manage privatization and understand the effects of the privatization process on labour market behaviour.

Another topic which is of increasing interest to employers' organizations is the environment. Activities in Latin America and the Arab States were therefore carried out to develop awareness among employers' organizations of their role and responsibility for environmental protection. (More information on all of these activities is contained in Chapter 1 of this report.)

Workers' organizations

During the biennium work continued in all regions to strengthen workers' organizations and their ability to respond to rapidly changing conditions. Workers' education activities were continued in traditional areas of concern, such as trade union rights and international labour standards, the strengthening and development of rural workers' organizations, occupational safety and health and the improvement of workers' education structures. Occupational safety and health issues were of particular interest to trade unions in Asia, where several major industrial accidents have drawn attention to the important role of trade union representatives in maintaining sound occupational safety and health standards. Activities were also carried out in all regions to encourage the mobilization of women in trade unions (see Chapter 3 for a detailed description of these activities).

In countries that have adopted a democratic political system and are moving towards a market economy, newly constituted trade unions are striving to make a place for themselves so as to promote the interests of workers and gain a voice in decision-making at both the local and the national level. The ILO, through the organization of seminars and the provision of direct assistance to trade unions in Central and Eastern Europe, Africa, Asia and Latin America, provided advice on how to organize, conduct collective bargaining and act as an independent partner in respect of both employers' organizations and governments.

Rapid technological progress and the social and economic changes which are occurring in virtually all regions have meant that trade unions have had to adapt and update their attitudes and strategies in order to play a constructive and active role in the process of economic recovery. As a result increased attention was paid to requests for assistance on economic issues such as structural adjustment, industrial restructuring, productivity, new forms of wage determination and the contribution of trade unions to tripartite consultations at the national level. Activities were also undertaken to respond to the concern of workers' organizations with regard to the role that trade unions can play in environmental protection. (A more detailed description of the ILO's work in support of workers' organizations is contained in Chapter 1 of this report.)

Africa

Employment and development

The ILO's activities in Africa in relation to employment and development were largely concerned with addressing the problems of unemployment (including underemployment) and poverty, which stem principally from the economic and financial difficulties of many countries in the region and the adverse effects of structural adjustment programmes on the achievement of employment and social development objectives. The main thrust of ILO activities was therefore to create the conditions and a policy environment which, by facilitating the generation of additional productive employment, could be instrumental in relieving unemployment and poverty.

Technical advisory services on the implementation of labour-intensive public works, infrastructure projects and similar income-generating activities were provided in the context of the employment-creation programmes undertaken in eight African countries. In many cases these special employment-intensive projects were geared towards vulnerable and disadvantaged groups in the labour market and resulted in the creation of productive assets and additional employment opportunities for the poorer sectors of the population. More recently, the emphasis in ILO assistance provided in Africa in this field has shifted away from the direct implementation of special employment projects towards capacity-building. This involves the training of local contractors in labour-intensive approaches and the promotion of popular participation in the decision-making process relating to the planning, execution and maintenance of local infrastructure projects.

In addition to direct employment-creation activities, high priority was accorded in the regional technical cooperation programme to the development of technical and administrative capacity to formulate and implement appropriate employment policies. The advisory services provided to assess the employment implications of macroeconomic policies and structural adjustment programmes therefore included training components aimed at national policy-makers and planners. In this context, a regional training workshop on employment and manpower planning was organized in Turin in 1993 and brought together senior policy-makers and planning officials from 15 African countries. A regional network on capacity-building for employment promotion was also launched with the aim of creating and supporting national focal points in member States which can carry out employment policy analysis and planning activities and facilitate the exchange of employment planning experience between African countries. Analytical studies of the employment implications of structural adjustment programmes were also undertaken in Ghana and Nigeria as a basis for technical cooperation activities in both countries.

As a contribution to regional economic cooperation, technical assistance and advisory services were provided to the Organization of African Unity and to subregional economic groupings, such as the Economic Community of West African States (ECOWAS), for the elaboration of common employment and labour migration policies.

Labour statistics

Assistance was provided to African governments to support the development of conceptual and institutional frameworks for the production and analysis of the labour statistics which are needed for policy-making and manpower planning. In these activities emphasis was placed on capacity-building. Training courses on labour statistics were organized at the national and subregional levels; some of these training programmes were directed at employers' and workers' organizations. Under the United Nations Africa Household Survey Capability Programme, which was initiated under the Lagos Plan of Action, assistance was provided to several countries in the region to help them conduct surveys on household income and expenditure and on the labour force in support of employment and manpower planning. Advice was also supplied to governments on the regional harmonization of statistical concepts, definitions and methods.

Enterprise and cooperative development

The activities carried out in the field of enterprise and cooperative development were designed to contribute to the creation of employment opportunities and a more efficient utilization of productive resources in support of overall economic and social development in the countries in the region. The advisory services provided in this respect therefore emphasized the integration of policies and programmes for small enterprise and cooperative development into national employment and development planning. At the same time, training was provided to enhance entrepreneurial ability and managerial efficiency. Technical cooperation and related activities in this area were concerned with capacity-building, institutional development and the creation of a policy environment which supports entrepreneurship and the development of small enterprises, including cooperatives.

The important role now assigned to the private sector in the economic recovery process by many governments in the region, and the prominence of privatization and market-oriented policies in economic reform programmes, prompted many requests for advisory services on the promotion of small and medium-sized enterprises as a viable and alternative means of employment generation. In this connection, special attention was paid to the employment and income generation potential of the informal sector.

A particularly useful activity designed to improve entrepreneurial and management capacity throughout the region is the ILO's global network of national management development institutions, in which about 40 African countries participate. The African regional component of the network facilitates the exchange of information between management institutions and consultants and enables the ILO to work regularly with the participating institutions with the aim of improving managerial standards and strengthening management development and productivity institutes in Africa. More recently, particular attention has been paid to the development of small enterprises and to the specific training needs of women entrepreneurs in the urban informal and rural sectors.

The *Improve your business* (IYB) project, based in Harare, served as the focal point for the assistance provided by the ILO in the training of small-scale entrepreneurs in southern and eastern Africa. Under the auspices of this programme, several national training seminars were organized in collaboration with local organizations to popularize the practical approach adopted by the IYB programme to the establishment and operation of indigenous small businesses.

As part of the ILO's overall efforts to develop and reinforce the cooperative movement in Africa, technical assistance was provided to ILO constituents in the region for the drafting of the relevant legislation, the development of institutions and the training of cooperative leaders and personnel. Emphasis was placed on ensuring that the beneficiaries of projects and other activities in this field included the disadvantaged and poorer categories of the population in both rural and urban areas. Special efforts were also made to promote the participation of women in cooperatives.

The subregional cooperative support project, ACOPAM, continued to be instrumental in combating poverty through its support to grassroots local initiatives (see box). Many of its activities were developed in close cooperation with the intended beneficiaries and local NGOs to ensure that the nature and results of the activities accorded with the real needs and priorities of the target groups.

Training

Training is a major component of the ILO's technical cooperation programme in Africa, African governments being acutely aware of the need to make vocational training policies and systems more responsive to changing socio-economic circumstances and labour market conditions. High and rising levels of unemployment underlined the need to make training more relevant to actual employment needs and for it to be as cost-effective as possible. The ILO therefore responded to requests for advisory services and technical assistance from several governments in the region to revise and design national vocational training policies and develop the administrative and technical infrastructure needed to support the operation of training institutions. Emphasis was placed on training programmes for the rural and urban informal sectors, where the potential for employment creation is considered to be greatest in many African countries.

The assistance provided in the formulation of appropriate vocational training policies emphasized the adoption of a more flexible approach to training to take into account the training and employment needs of the self-employed and of particularly disadvantaged groups in the labour market, such as women, young persons and persons with disabilities. As part of national reconstruction and development efforts following civil war and similar disastrous circumstances, assistance was also provided to Angola,

Combating poverty through grassroots democracy

In Burkina Faso, Mali, Mauritania, Niger and Senegal, which border upon the Sahara desert, the risk of famine and desertification is high. Although food and other aid is provided by outside sources, the populations need to develop the ability to survive and, where possible, prosper through their own efforts. For the past 15 years, the ILO has been undertaking a project (ACOPAM) in these countries to provide support in the form of cooperative structures to investment programmes. The project is currently in its fourth phase and includes 14 national projects. The principle underlying the ACOPAM project is to organize the populations concerned into democratic structures, and particularly cooperatives and village committees, through which they can find a collective response to the challenge of survival and development. Activities have been undertaken to strengthen the capacities of local non-governmental organizations and to encourage the establishment and operation of democratic structures in the villages and towns.

The main economic activities fostered by the project are cereal banks, cotton production, irrigation, the management of village lands (including measures to combat erosion and the development of forest products) and credit schemes. A total of 247 village cereal banks have been set up under the project in Burkina Faso, Niger and Senegal. Following the efforts made to replicate these successful experiences, over 1400 cereal banks have been established in the three countries with nearly 500,000 members, thereby significantly improving the food security of up to 2,500,000 persons. Irrigation schemes introduced in Mali, Mauritania and Senegal have improved agricultural techniques, achieving greater security against drought and producing better crops, with a consequent improvement in the level and stability of incomes. Some 9,000 producers, and a total of around 60,000 persons have benefited from these activities.

The most significant achievement of the project has been the way in which it has demonstrated the essential link between democracy and development at the lowest levels. It has shown that poverty can be combated effectively and on a long-term basis if the local population is committed and organized. The best illustration of the effectiveness of the approach is the way in which the population gradually takes over the operations once they have been established. For example, ACOPAM was able to withdraw from its operations to develop the valleys of the Volta (in Burkina Faso) when the objectives of the project had been achieved and the cotton crop sold almost entirely through the self-managed marketing system which had been set up.

Eritrea, Liberia, Mozambique and Rwanda in designing special training and retraining programmes to assist in the social and economic integration of demobilized soldiers and displaced persons. This required the development of innovative and flexible approaches to skill development and a reorientation of vocational training systems.

In the field of vocational rehabilitation, the assistance afforded to member States included the strengthening of training and the planning of measures to facilitate the integration of persons with disabilities into normal working life. These activities included staff training for rehabilitation workers, the development and dissemination of training materials and documentation, and the rehabilitation of drug and alcohol addicts. Direct assistance was also provided to the organizations of persons with disabilities.

In support of vocational training in the region, assistance continued to be supplied to the member institutions of the Inter-African Centre for the Development of Vocational Training (CIADFOR). This assistance took the form of the production and dissemination of training materials, the provision of specialized training to the administrators and trainers of vocational training institutions, and analytical studies of youth employment problems. Workshops were also organized and manuals and monographs on training policies and occupational analyses were updated.

Conditions of work and social protection

Awareness of the importance of environmental protection and safe working conditions increased in the region, especially following the involvement of African governments and the social partners, including NGOs, in the preparatory activities for the United Nations Conference on Environment and Development and in the follow-up activities to that Conference. Technical advisory and institution-building activities were therefore undertaken and training provided for a number of African governments and employers' and workers' organizations on conditions of work, workers' welfare and safety and health. The ILO also responded to a request from Senegal for technical expertise to advise the Government on causes and preventive measures following a serious industrial accident in a chemical plant in Dakar in April 1992.

The need for better social protection in the region became more acute as a result of the deterioration in the economic situation and the adverse consequences of structural adjustment programmes on employment and incomes. Existing systems of social protection in Africa (including, in particular, institutionalized social security) are seriously deficient in terms of resources, coverage and operational efficiency. Assistance was therefore provided to a number of African countries with a view to the development and reorganization of social security schemes. This included help in the drafting of appropriate legislation. The overall aim was to increase the efficiency of feasible schemes and adapt them to meet the need to extend social protection, particularly to the most vulnerable categories of the population. Technical cooperation activities in a number of African countries resulted in the strengthening of social security administrations and, in a few cases, the extension of protection to workers outside the formal sector. Support continued to be given to regional efforts to harmonize institutions, law and practices and to implement an African agreement on the social protection of migrant workers.

Asia and the Pacific

Employment and development

Employment generation and poverty alleviation remained major concerns in developing countries in Asia and the Pacific during the biennium. The economic reforms and structural adjustment measures which were implemented in these countries gave an additional dimension to the problem of employment and poverty. Technical assistance and advisory services were provided on the design of human resources development strategies which can lead to employment creation in general, and in particular, on the diversification of the skills of women industrial workers. These activities were supported by action-oriented research on employment questions and the organization of meetings to promote an exchange of views and disseminate information. Technical assistance was provided through intercountry and country level technical cooperation projects, such as policy research projects on rural industrialization in China and India, and a regional project to assist in the establishment of networks of human resources development planning institutes.

The lack of infrastructure and the poor state of maintenance of the existing infrastructure are important reasons why the development of rural areas lags behind the general pace of development in most Asian countries. Roads are non-existent or barely passable and the supply of water for farming is becoming increasingly inadequate due to the frequency of drought. During the biennium advisory services and technical support were provided to 11 countries in the Asian and Pacific region on the design and implementation of labour-based programmes and projects as a major means of employment promotion and income generation. These programmes and projects focused on the construction, rehabilitation and maintenance of rural infrastructures, such as feeder roads and irrigation schemes. Labour-based infrastructure and rural works projects have the advantage of encouraging the development and effective use of local resources, including both unemployed and underemployed labour, materials and technical, managerial and private sector capacities. Through cost-effective interventions, the projects aim to strengthen the productive capacity of low-income groups. At the same time, they mitigate the social consequences of structural adjustment. A substantial increase in the size of the projects and in the number of donors willing to offer support illustrated the success of the programme as a whole.

In response to the urgent needs of Cambodia after the Paris Peace Accord, the ILO designed a comprehensive employment generation programme to provide income opportunities to unemployed returning refugees, internally displaced people and demobilized soldiers, as well as to local unemployed persons. As part of this programme, a labour-based infrastructure project is being undertaken to rehabilitate rural roads and irrigation systems, which are necessary to revive the national economy. In addition to the many thousands of jobs it has provided, the project is designed to develop specific sectors of economic activity. For example, assistance is also being provided to train and involve the local population in the rehabilitation of the Angkor Wat complex as a contribution to the growth of tourism.

The Lao People's Democratic Republic is suffering from both insufficient physical infrastructure and a growing rate of unemployment. The ILO's work over several years is now having a direct impact on the national development policy. In the light of the results of ILO pilot efforts, several donors now intend to combine resources for a large-scale development programme focusing on labour-based technologies and the maintenance of rural roads. Another indication of the impact of the ILO's programmes of labour-intensive public works is the acceptance of the ILO's development approach by a series of countries which have set up regular labour-based programmes financed by their own or external resources and have adopted the principles promoted by the ILO in this field.

Enterprise and cooperative development

In response to the rise in unemployment, many governments in the Asian region have initiated self-employment and small enterprise promotion programmes. Technical assistance and advisory services were therefore provided to governments, enterprises and national institutions for the development of managerial skills and small-scale enterprises. Activities in the field of management development focus on promoting sound and cost-effective systems to improve productivity and managerial skills, with a view to improving enterprise performance in both the public and the private sector. Advice and assistance were provided on the design and implementation of policies, systems and programmes for small enterprise and entrepreneurship development. The ILO programme in these two areas includes four regional programmes and 20 national projects. A comprehensive technical assistance programme was also developed for Cambodia, comprising projects on small enterprise and informal sector development.

In many countries in the Asian and Pacific region cooperatives are regarded as a means of promoting economic and social development. Governments have traditionally allocated considerable manpower and other resources to developing and directing the cooperative sector. However, the general trend towards privatization and structural adjustment has caused governments to begin to disengage from some business activities. In several countries abrupt changes in government policies deprived cooperatives of their accustomed support. The self-reliance and independence of cooperative movements has therefore become a major objective. In Mongolia the ILO provided advice on the transformation of State-run cooperatives into self-reliant cooperative enterprises capable of competing in a free market climate. In Indonesia assistance was provided in establishing a development mechanism within the cooperative movement and in designing a strategic plan for cooperative development. In the Philippines, where new legislation supports cooperative development but limits government involvement to a strictly facilitating role, a project is being undertaken to strengthen entrepreneurship development capacities and build up the cooperative movement. Projects were also undertaken in Nepal and China to strengthen cooperative training capacities. The activities included the training of instructors and the production of training materials.

Training

In recognition of the fact that vocational training programmes in many countries often do not serve the real needs of the labour market, the ILO's activities in the field of training were directed primarily to assisting national authorities to identify the changes that are needed in their vocational training programmes. Current weaknesses in national training systems and possible measures to reform them were discussed in three subregional seminars and a regional meeting. Recommendations included giving higher priority to in-plant training, providing greater flexibility in institutional programmes, strengthening the linkage between education and vocational training programmes, changing the role of instructors and improving the management of vocational training facilities. Additional seminars were organized on topics such as the management of vocational training facilities, the effectiveness of vocational training systems and youth skill competitions, with a view to familiarizing policy-makers with techniques for formulating effective programmes with limited resources. Several training courses in advanced technology were also organized in the region for instructors.

Support was provided for the modernization of the training systems, particularly in countries embarking upon the transition to a market economy; these activities were designed to strengthen certain elements of the systems, such as apprenticeship schemes and in-plant training, to develop training in the informal sector and to diversify women's training. In particular, activities were concentrated on critical issues in skill development: setting up training infrastructure in high technology occupations in China and India; promoting rural training methodologies in Nepal and the Philippines;

strengthening existing or setting up new training institutions in Bangladesh, Bhutan, Nepal, Thailand and Viet Nam; and modernizing and reforming the national training system in Pakistan. By extending training to other categories of the population, organizing training programmes in new skill areas which are critical for economic development, modernizing training facilities and programmes, enhancing the teaching and managerial skills of trainers, instructors and managers of training programmes, and setting up model training centres and schemes which can be replicated on a larger scale, it is hoped to have a substantial impact on the economic development of the countries concerned.

In many Asian countries there is an increasing awareness of the problems of persons with disabilities and their right to equal opportunities for training and employment. Assistance was provided to Afghanistan, in close collaboration with the National Association of Disabled Afghans and other NGOs, for the organization of support services for persons with disabilities. Particular emphasis was placed on the training and employment of women with disabilities in the activities which were undertaken to strengthen community-based vocational rehabilitation services in Pakistan. An assessment was also made of the rehabilitation needs of disabled soldiers in Cambodia, and plans were formulated for the incorporation of physically disabled demobilized soldiers into projects which are currently being implemented to develop small businesses, provide vocational training and undertake labour-intensive works.

In recent years, the concept of rehabilitation has moved towards ensuring that persons with disabilities are able to participate in the mainstream of training and employment in society. Technical cooperation projects were therefore undertaken in Indonesia and the Philippines to introduce community-based methods of training which can reach persons with disabilities. In response to a request from China, which has recently introduced new legislation supporting a quota system for persons with disabilities, a national seminar was held on this theme in Beijing. The ILO participated actively in launching the Asian and Pacific Decade of Disabled Persons 1993-2002. In this connection, a national seminar was held in Viet Nam on the role which organizations of persons with disabilities can play in the development of policies and programmes for the training and employment of the disabled.

These seminars will assist the organizations of persons with disabilities to be more effective in their efforts to promote equal opportunities in training and employment and to acquire full consultative status with governments.

Conditions of work and social protection

Rapid economic growth, industrialization and modernization, particularly in the agricultural sector, have greatly increased the potential for occupational accidents and diseases in the region. ILO activities therefore aim to promote and support efforts at the national and enterprise level to reduce occupational accidents and work-related diseases, and to improve the working environment, conditions of work and welfare facilities. Despite economic growth, the employment of children in hazardous conditions remains a serious problem in a number of countries in the region. Safety, health and conditions of work in small and medium-sized enterprises also continue to give rise to special concern. The activities undertaken to help deal with these problems included the provision of advisory services to member States, the dissemination of information, technical cooperation activities and the organization of a series of meetings. Among these were several national tripartite workshops to develop practical measures for the application of the ILO's safety and health standards. A regional seminar on the prevention of major industrial accidents was organized for a number of countries to promote the new international standards on this subject. In particular, the 13th World Congress on Occupational Safety and Health was held in Asia for the first time. Through these meetings, the application of relevant international labour standards as well as practical solutions have been promoted through tripartite collaboration in member States.

The process of economic reform in most of the countries in the Asian and Pacific region necessitated the adoption of a broad overall focus in relation to social security questions in order to deal with the problems of adapting social protection systems in countries which are undergoing the transition to a market economy or implementing structural adjustment measures. Technical advisory services were therefore provided to several countries which had formerly relied on central planning to assist them in the design and implementation of more efficient and financially sustainable social

Asian and Pacific regional programme on occupational safety and health

The rapid industrialization which has taken place in many countries in the Asian and Pacific region has increased the potential for work-related accidents and diseases. Yet the capacities of many government agencies and occupational safety and health institutes to diagnose and monitor potential safety and health problems have not kept pace with the rapid development of industry. As a result, they lack the ability to formulate realistic safety and health policies and training programmes. Moreover, existing legislation is often weak, outdated or poorly applied. This is compounded by a general lack of awareness by employers' and workers' organizations of workplace hazards and of the contribution that safe working conditions make to higher productivity.

In order to address these problems, the ILO launched the Asian and Pacific regional programme on occupational safety and health in 1992. The objective of the programme, which has 20 participating countries, is to improve the occupational safety and health of workers, increase productivity and reduce work-related accidents and diseases.

Training and educational activities are being undertaken to develop and strengthen the capacities of national occupational safety and health services, employers' and workers' organizations and bodies such as national safety councils. In addition, national and regional networks have been set up to facilitate the exchange of experience and practical, ready-to-use information. Eight national seminars have been held to improve the implementation of ILO Conventions dealing with occupational safety and health, safety in the construction industry and the use of chemicals. Other seminars included a three-day workshop on the implementation of major hazard control systems, a regional course to train instructors in safety in the use of agro-chemicals on plantations, and a five-day workshop for labour inspectors on safety measures for the construction industry.

Specific advisory services have also been provided within the framework of the programme. For example, following the fire at the Kader Doll Factory in Thailand which killed 178 people, and two similar fires in China, a special checklist for the prevention of industrial fires was developed. The checklist is being translated into Thai and Chinese for wide distribution in both countries. It is also planned to distribute the checklist throughout the region in 1994.

security schemes. In the case of those countries undergoing structural adjustment, particularly in South Asia, the main issues concerned the provision of a social safety net for workers who are directly affected by the reforms, the development of social protection for the large numbers of workers who as yet have none, and the improvement of the methods and scope of social security schemes which cover the organized sector. Technical cooperation projects were undertaken to improve the management and administration of existing social security schemes through the provision of training, the adoption of new technology and financial and actuarial analysis. The special needs of migrant workers in the field of social protection were highlighted at a regional seminar, which emphasized the ILO's work in promoting international social security agreements and international labour standards for migrant workers. Emphasis was also placed on improving social protection for women, both in respect of maternity benefits and the extension of coverage to women workers in the informal sector in both urban and rural areas.

Arab States

With the aim of providing broad support to member States for the formulation of labour policy covering a number of aspects of the labour market, and in accordance with the adoption of the active partnership policy by the ILO, a multidisciplinary approach was adopted to the provision of advisory services to the Arab States. Bahrain, Jordan, Kuwait, Lebanon, Qatar and Yemen benefited from advisory services of this kind. In the case of Qatar, the country is facing rapid social and economic changes, mainly caused by the levelling off of oil revenues and the diversification of the country's economic base. There is a critical need to increase the participation of Qataris in the workforce, improve the protection of the workers and integrate vulnerable groups of workers, such as women and persons with disabilities. Paying special attention to the need for human resources development, recommendations were made for policies and programmes, including developing the capacity of the Ministry of Labour to compile and analyse data and provide employment services.

The principal objective of the ILO's activities in the field of employment and development was to strengthen capacity in member States to collect and analyse labour force data and formulate manpower policies. National seminars were organized in Yemen and the Syrian Arab Republic to develop the skills and capacities of government officials with respect to labour market information systems. A project continued to be carried out in Jordan to improve the capacity of government services to monitor developments in the labour market and formulate appropriate policies. Advisory services on labour market information and manpower policies were also provided to Bahrain, Jordan, Lebanon, Qatar and Yemen.

In the field of vocational training, particular emphasis was placed on assisting in the modernization of training systems and the formulation of coherent training policies and programmes. Regional seminars were organized on skill testing and certification, the integration of women in training activities and return migration and its implications on training. Activities were also carried out to strengthen training information systems, develop and exchange training materials and prepare modular skill training programmes. Two projects in the field of vocational training, one in Lebanon and the other in Kuwait, became operational in 1993. The former was designed to re-establish an adult training centre and set up accelerated training programmes for a number of occupations. The objective in Kuwait was to assist the training authority in its assessment of manpower needs and to establish suitable programmes to cater for these needs.

To promote the participation of disabled persons in income-generating activities in the region, a regional workshop was organized on the participation of disabled persons in the cooperative movement. The workshop formulated strategies to promote their participation through the exchange of experience and ideas between cooperative officials and those in the field of vocational rehabilitation. A project was undertaken in Kuwait to strengthen vocational training and promote the employment of disabled persons.

Activities related to the protection and welfare of workers were designed to strengthen the authorities' capabilities and to develop programmes and services relating to occupational safety and health and social security. A subregional seminar on safety in the use of chemicals was organized for the tripartite constituents in the Gulf States. The seminar was designed to promote safety in the use of chemicals and the principles of preventing major industrial accidents on the basis of the relevant ILO instruments. Projects

Programme of action for the occupied Arab territories

Following the signature of the Declaration of Principles between Israel and the PLO on 13 September 1993, and in response to a request from the PLO leadership, an ILO multidisciplinary mission visited the occupied Arab territories in December 1993. The objective of the mission was to formulate, in full consultation with the Palestinian people living in the occupied territories, a programme of action to contribute to capacity-building for social development, which will concentrate on policy design and institution-building, over the short term (1994) and the medium term (1994-98).

There remains a high level of uncertainty surrounding the elaboration of any policy for the occupied territories, as the negotiations on their transitional and permanent status have not yet been concluded. Many important factors which may influence employment, wages and social conditions are therefore still unknown.

The ILO programme of action proposes a three-pronged strategy: the creation of employment opportunities; the reduction of poverty; and the strengthening of social protection. In order for such a strategy to succeed, it is necessary to design a cohesive policy framework, lay the foundations for institution-building and manage the process of transition in a prudent and cost-effective manner, so as to strike a balance between immediate expectations and future investment requirements.

The ILO programme of action has seven components. In the field of labour administration, work will centre on the creation of a Labour and Social Welfare Department and the design of active labour market policies. Industrial relations activities will include the strengthening of workers' and employers' organizations, workers' education and the creation of a tripartite forum to encourage dialogue between the social partners. In the area of employment creation, it is envisaged that support will be provided for private sector initiatives, small enterprise creation and the implementation of employment-intensive infrastructure programmes. In addition to strengthening vocational training, emphasis will be placed on the vocational rehabilitation of detainees and persons with disabilities. The Programme of Action also includes components to develop social security, equality of opportunity for women and social and labour statistics.

were implemented on occupational safety and health in the Syrian Arab Republic and on social security in Kuwait.

In accordance with the agreement between the ILO and the Arab Labour Organization (ALO), which was concluded in February 1992, joint regional seminars were organized on a number of subjects related to tripartism and international labour standards. The ILO and the ALO started planning for joint activities to be carried out in the biennium 1994-95. Moreover, activities related to the dissemination of information and publications in Arabic were considerably strengthened. The ILO and the ALO collaborated in the translation into Arabic of a number of ILO publications, including the new version of the ILO information bulletin *World of Work*.

The Americas

Employment and development

In the Americas ILO activities relating to employment and development focused on the changes which are required to improve productivity and adapt the labour market to technological change and modernization in the rural and urban areas. The work, which was carried out through the Regional Employment Programme for Latin America and the Caribbean (PREALC), placed emphasis on the provision of technical assistance and research related to the structural adjustment process and its effects on the labour market. Assistance was also provided in the development of policies and instruments to improve the situation of the groups most affected by adjustment measures and modernization, raise productivity in the urban informal sector, promote womens' participation in the labour market and implement and evaluate schemes for direct employment creation, including programmes based on social investment funds. Other important issues covered included population, labour supply and labour information systems.

With a view to developing policy packages to mitigate the adverse social impact of structural adjustment measures, a regional project was undertaken to strengthen the technical and operational capacity of governments to implement redistributive policies designed to benefit the social groups which were most affected by the crisis of the 1980s and the process of structural reform. Under this project, assistance was provided to the ministries of planning, finance, labour and social welfare, as well as to employers' and workers' organizations, in Bolivia, Chile and Ecuador to develop and implement a methodology for evaluating the impact of social and economic policies on the income distribution of the various social groups. In

Chile this involved improving the availability of information on income distribution policies in order to provide a stronger basis for social and economic decision-making. In Bolivia special employment programmes were designed for groups in the urban sector and institutions and mechanisms were established to enhance productivity among low-income workers. In Ecuador an evaluation was made of the impact of social policies on reducing the negative social effects of adjustment in the areas of employment, education and health services. The project, under which assistance was also provided to Colombia, Costa Rica, Guatemala and Suriname, was finalized in 1992 with the organization of a regional seminar to analyse the effects of economic recovery, minimum wage polices and income distribution in the light of structural adjustment.

The design of policies and programmes to mitigate the adverse social effects of structural adjustment was also a principal concern of the ILO's activities in Central America and Panama. A programme was undertaken to promote a wide debate within the trade union movement in the subregion on the social effects of structural adjustment and economic reform, and to identify measures through which social dialogue on long-term development objectives could be strengthened. A series of seminars and workshops for workers' representatives were organized in each country of the subregion, as well as in the Dominican Republic, to analyse the effects of structural adjustment policies on employment and income levels. A report was prepared and submitted to the Government and the social partners in Honduras on the impact on employment and income levels of four years' implementation of stabilization policies and economic restructuring measures, including wages policies. Technical advice was also provided to the Government and social partners in Panama concerning the process of social concertation in the country, as a result of which solid foundations were laid for future social dialogue.

Much of the ILO's work in support of informal sector enterprises focused on the development and dissemination of methods to enhance the efficiency of credit programmes for the informal sector. Training was provided, research was carried out on the development of the urban informal sector, and advice was provided on the development of informal sector surveys in Costa Rica, Mexico and Uruguay. The ILO also contributed to the development of survey methodologies by the Inter-American Statistics Conference of the Organization of American States. An analysis was made during the biennium of the integration of the informal sector in the process of modernization. In addition to the economic relationship of the informal sector with the modern sector, the analysis covered the impact of regulations on the employment and income levels of the informal sector and the impact of credit schemes in the urban informal sector. An examination was made of the operation of existing credit programmes for the urban informal sector in Bolivia, Colombia, Chile and Peru with a view to the development of an institutional framework to facilitate the access of micro-enterprises in Latin America to credit through the formal financial system. Research was also undertaken to analyse the regulatory and institutional framework of the urban informal sector in Chile, Ecuador and Jamaica in order to evaluate the impact of the various legal frameworks on the functioning and development of micro-enterprises.

In respect of poverty and the rural sector, an assessment was made of the situation of temporary agricultural workers in five countries and the impact of national policies to improve the employment situation of this category of workers, their working conditions and income levels. The results were submitted to the authorities and to rural employers' and workers' organizations in those countries with a view to fostering the adoption and implementation of policies in support of these categories of workers. Information was also collected on landless temporary agricultural workers and their families in order to evaluate the various alternatives which are available to promote the employment of these workers in non-agricultural activities, especially taking into account the seasonal nature of modern agricultural work. In Central America an assessment was made of the effects of various policy measures on agricultural production and non-traditional agricultural export activities.

Activities were undertaken during the biennium in countries undergoing structural adjustment programmes to strengthen their technical capacity to plan and implement policies for labour market adaptation and technological change. An examination was made of the effects of structural adjustment on the labour market in countries such as Chile, Costa Rica and Mexico, where the process of structural reform, economic recovery and stabilization is more advanced. This work was complemented by country studies in Bolivia, Brazil, Colombia and Venezuela. As a result of this work, four major challenges were identified which these countries will face in the future. These are the need for sound social dialogue, the modernization of labour institutions to allow labour flexibility, the establishment of a safety net to minimize the effects of external shocks, and the priority which will need to be given to industrial transformation and employment creation in order to integrate social aspects into the new model of economic recovery and growth.

Analytical work was undertaken in Barbados and Jamaica to identify appropriate policy responses to the developments which have occurred in their labour markets as a result of structural adjustment processes. The policies identified were aimed at achieving growth, social development, participation and consensus building; they focused on employment generation, training and retraining programmes, and wages and productivity. The social partners participated in this process through national tripartite working groups especially convened to provide administrative and research support. The ILO also assisted in the development of direct employment-creation programmes in the Central American subregion through the establishment of social investment funds to mitigate the impact of adjustment on specific vulnerable groups. Activities of this type were also undertaken in Suriname through an employment planning and policy formulation project.

If governments and workers' and employers' organizations are to develop the technical capacity to cope with the economic and labour implications of technological innovation, they need to have access to sufficient knowledge on the interrelationship between technological change and labour markets. A regional project covering six countries focused on two manufacturing subsectors, food production and the automobile industry, both of which have high potential for investment and account for a significant proportion of employment. A survey was designed on competitive strategies, productivity, human resources and employment. It was systematically applied to industries in both subsectors and was implemented in close association with the workers' and employers' organizations in each country. A series of workshops was also organized in each country for workers' representatives with a view to analysing the effects of technological change on employment, wages, working conditions and labour relations.

Several significant activities were undertaken in Central America to improve employment opportunities and productivity. In the context of the National Reconstruction Plan in El Salvador, the ILO formulated proposals for the reintegration of former guerrillas into the labour market and into society as a whole. Many of these proposals are now being implemented by the Government of El Salvador. The assistance provided by the ILO to the national employment-creation programme in Panama, within the framework of the recently created bipartite Labour Foundation, resulted in the implementation of employment-generation activities with the participation of the private sector. By the end of 1993, 600 jobs are expected to have been created through these activities.

Cooperatives and small enterprise development

Activities were undertaken in Latin America to increase awareness among cooperative and other associative enterprises of the significant role which they can and should play in fostering economic growth and social equity in a context of structural adjustment and industrial restructuring, to alleviate the social effects of these processes on the poorest strata of society. As a result of these activities, governments in the region have become better disposed to recognizing the role which cooperatives can play in achieving social and economic progress. Specific activities were undertaken to support the integration of women's concerns in activities to develop cooperatives. Support was also provided to a large subregional project to develop community-based employment opportunities in the rural sector in Central America.

Indigenous peoples

Within the context of the International Year of Indigenous Peoples, the ILO, in collaboration with the United Nations Centre for Human Rights, organized a consultative meeting in 1992 for representatives of indigenous populations and representatives of international organizations. The ILO also participated actively in regional and subregional activities to channel financial resources to indigenous communities and organizations in Bolivia, Brazil, Colombia, and Venezuela. In this context, support was provided to a regional technical workshop to train indigenous participants in project development methodologies. At the national level, a project was undertaken in Bolivia to generate income-earning opportunities for indigenous women in very poor communities in the country's highlands through the recovery of ancient Andean textile techniques. Evaluation work was undertaken in support of the Bolivian National Indigenous Programme, including legal training for indigenous organizations in Bolivia. Assistance was also provided to the Government of Guatemala to help define policy guidelines for a more effective participation of indigenous peoples and communities in national concerns.

Training

The ILO's training activities in the Americas were aimed at improving the quality and relevance of training programmes in the context of widespread structural reform. The activities undertaken were designed to encourage the mutual exchange of information and experience among countries, assist in the reorganization of existing training institutions, organize programmes to train instructors and develop new training methodologies for a number of economic sectors. Activities in this field were carried out through the Inter-American Research and Documentation Centre on Vocational Training (CINTERFOR).

Vocational training institutions in Latin America are undergoing major institutional reform in order to adjust to the new economic conditions prevailing in the region, and particularly to the effects of privatization, increased labour flexibility and the massive introduction of technological innovations. Assistance was therefore provided in the design and testing of methodologies to link the supply of vocational training to the new requirements of the labour market. In this context, particular emphasis was placed on the broader involvement of the tripartite partners. Support was also provided for the development of a subregional vocational training information system within the framework of the MERCOSUR Committee on Labour Relations, Employment and Social Security. Advisory services were also provided in Central America, and particularly in Costa Rica, Honduras and Nicaragua. Following the advice provided in Nicaragua, the functions of the Ministry of Education concerning technical education and those of the Min-

Indigenous and tribal peoples

The Indigenous and Tribal Peoples Convention (No. 169) was adopted by the International Labour Conference in 1989 as a revision of the 1957 Convention on Indigenous and Tribal Populations. This new and comprehensive Convention occupied centre stage in Latin America during the biennium, particularly in the context of the five hundredth anniversary in 1992 of Columbus's voyage to the Americas and the declaration of 1993 as International Year of the World's Indigenous Populations.

In Latin America, where civil society and democracy are being strengthened in many countries, national organizations of indigenous peoples are placing increased emphasis on the fact that a fully-democratic system must recognize their right to participate in and contribute to national development. It must also ensure the preservation of indigenous communities, as well as their right to sustainable and environmentally sound self-development, resources management and land use.

One of the most significant principles contained in Convention No. 169 is the recognition that indigenous and tribal peoples have the right to determine their own development priorities and to participate in the formulation, execution and monitoring of the projects and programmes that affect them directly. These and other principles struck a common chord in raising awareness of the plight of indigenous and tribal peoples, who are often the poorest of the rural (and urban) poor and who, in many countries, do not enjoy the same rights as other citizens.

During the biennium workshops, seminars and congresses were convened by governments, indigenous organizations and human rights groups throughout the Americas to discuss the contents and scope of Convention No. 169. Numerous resolutions were adopted in support of its ratification. In many countries, the Convention was translated into native languages, such as Quechua, Quiché Ketchi, Ixil, Nahua, Mapuche and Guyamí, thereby enabling isolated indigenous communities to become familiar with its contents . Even special radio programmes were launched in native languages to help spread awareness of the principles contained in the Convention.

Convention No. 169 has now been ratified by six Latin American States, and ratification is under examination in a number of other countries in the region. Many of the principles embodied in the Convention have been included in the constitutions of four countries in the region, and the importance of the Convention has been recognized in a number of significant international agreements.

istry of Labour in the area of vocational training were merged under a single tripartite body. In Honduras a new methodology to link training with employment opportunities was developed within the framework of the National Institute of Vocational Training, and in Costa Rica assistance was provided to the recently created productive training units to adapt the training curricula to new employment opportunities. Assistance provided to El Salvador concentrated on the design of new national vocational training legislation. Support was also provided for the modernization of the vocational training systems in six countries.

Conditions of work and social protection

The main purpose of the activities carried out in the field of occupational health and safety was to increase awareness of occupational health and safety standards and to emphasize the need to reduce the number of occupational accidents and diseases and improve national occupational safety and health legislation. With the aim of assisting workers' organizations in the area of occupational hazards prevention, occupational safety and health seminars were organized in El Salvador and the Dominican Republic. A subregional project was launched in Central America and Panama in the field of occupational safety and health in agriculture. With a view to the adoption by member States, in consultation with employers' and workers' organizations, of sound national policies on occupational safety and health and working conditions, assistance was provided in the establishment and operation of national tripartite councils on occupational safety and health in El Salvador, Paraguay, Uruguay and Venezuela. Advisory services were also provided to the MERCOSUR committee established to undertake a comparative study of occupational safety and health legislation in the countries of the subregion.

In connection with the implementation of a methodology aimed at introducing minor but technologically viable changes in small-scale enterprises which lead to improvements in both working conditions and productivity, activities were carried out in Argentina, Brazil, Chile, Paraguay and Uruguay. A preparatory mission was also undertaken to introduce this methodology in the Andean countries. (Further details of this activity are contained in Chapter 3.)

Social security reform

For a variety of reasons, and particularly as a result of economic factors beyond their control, many Latin American social security schemes have been experiencing considerable difficulty in providing effective social protection. In view of the widespread dissatisfaction with the performance of some schemes, which has been aggravated by the implementation of structural adjustment programmes, social security reform has been high on the agenda in Latin American countries for some years. However, despite the general recognition of the need for reform, there is considerable divergence of opinion as to the nature of the reforms which should be undertaken. In some cases a questioning of the reliance on the principles of social insurance and public administration has led to the implementation of radical reforms in favour of a system based on individual capitalized accounts administered by private pension funds, with the role of the State being confined to supervision and the provision of a basic safety net. In other cases, it is maintained that the conceptual basis of social security should not be touched and that priority should be given to improved administrative efficiency, transparency and accountability.

The ILO has a long history of involvement in the development of social security schemes in Latin America and has been closely involved in the debate on reform. A report on *Social security and the economic adjustment process* was submitted to the Thirteenth Conference of American States Members of the ILO, held in Caracas in September 1992. The discussion of the report illustrated the sharp divergence of views, and it proved impossible for the social partners to agree on a resolution on the process of reform and on common conclusions. In view of the desirability of achieving some measure of agreement on a common approach among schemes which have many similarities and share a belief in regional harmonization, the ILO organized a meeting of experts in Mexico in October 1993. At this meeting, the representatives of governments, employers and workers all gave considerable priority to reaching agreement on the form of a text which reflected broad consensus. In essence, the text permits considerable flexibility in the process of reform to take account of national circumstances, but expresses continuing adherence to the principles of solidarity and the pooling of risks and resources.

A priority concern of member States in the region is the reform of social security and pension schemes. Technical assistance was therefore provided to the ministries of labour and to social security institutions in Colombia, Chile, Ecuador, Paraguay and Uruguay to help in the evaluation of current social security systems and the related legislation and to formulate proposals for the alternative systems which are increasingly being developed in those countries. In the Caribbean subregion a project was implemented for the development of a national insurance scheme in the Turks and Caicos Islands. Several fellowships and training courses were organized with a view to strengthening the technical capacity of the officials of the scheme. Advisory services were also provided to the MERCOSUR Committee on Labour Relations, Employment and Social Security.

Europe

ILO activities in Europe during the biennium were strongly influenced by political developments in Central and Eastern Europe. In consequence of the dissolution of the USSR, the break-up of Yugoslavia, the separation of the Czech and Slovak Republics and the ending of the self-imposed isolation of Albania, the ILO gained 18 new members in the European region during the biennium. These developments, together with the continued need for ILO assistance in all the countries undergoing the transition to a market economy, clearly pose a major challenge to the Organization.

In order to meet this challenge, the ILO set up its first multidisciplinary team (MDT) in Budapest, covering the countries of Central and Eastern Europe. By January 1993 the seven-expert team was in place, with three specific tasks to accomplish: to provide advice to the tripartite constituents; to prepare national programmes and strategies; and to provide technical support to the various programmes and projects already being implemented in the region.

The main priorities of the MDT are to assist countries in the fight against unemployment and the improvement of social security systems. The profiles of the team members are geared to these priorities (employment, labour markets, remuneration, social security, industrial relations and support for employers' and workers' organizations), with expertise in other fields being supplied as needed from Geneva.

The MDT began its work with a series of country objective reviews assessing the main trends in labour markets, in social policy and in industrial relations in countries undergoing the transition to a market economy, as a basis for the development of technical assistance and advisory projects to help governments and trade unions and employers' organizations. A key objective of these country reviews is to enable member States and constituents to develop a more integrated approach to activities in the ILO's areas of concern. The first review covered Bulgaria. In a similar activity, a "mid-term" review was undertaken of the labour market policy development programme in Hungary.

Activities were also undertaken to support the development of local labour-market adjustment strategies. By way of illustration, in Ostrava in the Czech Republic, an area hitherto dominated by coal mining and steel production, there is a threat of serious unemployment. At the request of the local employers and trade unions and the local authorities, ILO assistance is being provided for the development of a tripartite strategy to moderate unemployment, facilitate labour mobility, raise productivity and skill training and improve social protection. Without local involvement and consensus, labour market adjustment strategies are likely to be costly failures, or at best only partially successful.

At a broader level, three large tripartite conferences were organized on employment restructuring, as well as several smaller conferences for trade unions on collective bargaining and tripartism. In order to address specific issues that are highly topical in the countries of the region, work commenced on the production of a series of practical policy manuals for the use of government officials, trade unionists and employers. The first of these considers the growing difficulties of workers with disabilities in Central and Eastern Europe, and then presents the advantages and disadvantages of various policy options, based on experience in the industrialized countries. In preparing this first manual, case studies were conducted of the experience of workers with disabilities in Bulgaria, the Czech Republic, Hungary, Poland, Russian Federation, Slovakia and the Ukraine. A technical workshop was held in Budapest to discuss the draft policy manual, which will be submitted to a regional seminar to be held in Poland early in 1994.

Labour flexibility in the Russian Federation and Bulgaria

Employment restructuring is a major issue in the economies of Central and Eastern Europe, but was given inadequate attention in the early stages of their transition to a market economy. Even though many obsolescent enterprises need to be "downsized", closed or broken up into smaller, more viable units, much can still be done to raise productivity and achieve labour mobility without recourse to massive redundancies.

In order to draw attention to the problem and the measures which could be taken to ease the situation, the ILO undertook a Russian Labour Flexibility Survey (RLFS). The RLFS involved the collection of extensive information from nearly 600 factories, covering recent and expected employment changes, the restructuring of ownership (inadequately described as "privatization"), wages, fringe benefits and enterprise-based social policy, training and retraining, the effects of technological change, working practices and constraints on higher productivity, and the impact of the reforms on women, older workers and workers with disabilities.

The RLFS was the first independent detailed employment and labour survey carried out in Russia. Its results were presented at major conferences held in Moscow and St. Petersburg in October 1992. These were the first tripartite conferences held in the country, and each of them was attended by over 200 participants. Over 30 technical papers containing practical policy recommendations were prepared in Russian and English. The analysis of the results of the RLFS showed that employment had declined in Russian industry far more than had been reported, capacity utilization levels had plunged, training collapsed and wage differentials widened. Women's share of total employment had actually risen and the non-wage share of total remuneration had increased, not fallen as would be desirable.

In May 1993 a similar conference was held in Sofia, based on the Bulgarian Labour Flexibility Survey, which covered over 500 Bulgarian industrial enterprises. Tripartite participation ensured that the views and expertise of employers' and workers' organizations, and of the Ministry of Labour and Social Welfare, were well represented. Not only was the survey the first detailed empirical investigation of the labour market effects of the structural adjustment strategy which has been implemented by successive governments, but the conference was the first tripartite conference in the country's history, thereby contributing to the development of social dialogue and the search for social consensus on critical aspects of the reform process.

A project to assist Hungary in the field of employment policies was carried out during the biennium and will continue in 1994. Technical advisory services were also provided to the Central Asian republics on labour market policies, and two training courses on this subject were held in Kyrgyzstan.

Reliable labour statistics are fundamental in the transition process, since they provide the very basis for informed decision-making by the tripartite constituents in each country. Much assistance was provided and national and subregional seminars were organized on this subject during the biennium. Based on investigative work in employment exchanges and statistical offices an advisory report entitled *Developing a labour market information system for the Russian Federation* was produced and presented to a public seminar in Moscow. The report contains a detailed critique of the existing statistics on employment and unemployment and of labour market policies in the country. It formulates a strategy for developing an integrated system of information for monitoring labour market trends and evaluating labour market policies.

The workforce in countries undergoing the transition to a market economy has an urgent need to acquire new skills which are adapted to the new labour market situation. Emphasis was therefore placed on the development of training systems in these countries. Projects to develop management consulting continued in the Czech and Slovak Republics and in Poland. In the latter country, a large-scale project is also being implemented on adult training. The ILO training methodology for rural income-earning activities (TRUGA) was introduced in Belarus, Kyrgyzstan, the Russian Federation and Uzbekistan. Assistance was also provided for the introduction of modules of employable skills (MES) in different regions of the Russian Federation. Two major conferences were organized in the country for university teachers and enterprise managers to acquaint them with modern concepts of personnel management in a social market economy. The proceedings of these conferences will be published as an ILO reference book.

To help the countries in the region adapt their social security systems to the radical changes in their economic and social conditions, a policy advisory project was undertaken in the Russian Federation to formulate a viable programme for the development of social security. Assistance in social security reform was also provided to Bulgaria, the Czech Republic, Latvia, Lithuania, Poland, Romania, the Russian Federation and the Ukraine.

Activities in other countries included two projects on training in the hotel and tourism sector and a project on labour market information in Turkey. Assistance is being provided through other projects to the Turkish Employers' Federation to improve productivity, and to the Turkish Trade Union Confederation to develop its research and education centre. A project on the elimination of child labour is also being implemented in Turkey. In the Islamic Republic of Iran the ILO provided advisory services on vocational training, labour market information and labour market policies. Assistance was provided to Cyprus on equality in employment, vocational and productivity training, labour legislation and administration and social security.

ANNEXES

ANNEX I

ACTION TAKEN ON THE RESOLUTIONS ADOPTED BY THE INTERNATIONAL LABOUR CONFERENCE AT ITS 76TH TO 80TH SESSIONS

In pursuance of a decision taken by the Governing Body at its 152nd Session (1962), the Director-General's Report to the Conference regularly includes a review of the implementation of resolutions adopted by the Conference over the five preceding years. This Annex provides information on the steps taken in 1993 to give effect to the resolutions adopted by the Conference at its 76th to 80th Sessions. Information given in previous years is generally not repeated, and action taken on the implementation of some resolutions is not described at length if the relevant information appears in the main text of the Report.

Information on the effect given to resolutions adopted by the Conference at its 80th Session was submitted to the Governing Body at its 257th Session (November 1993) and is not repeated here.

76th Session (1989)

ILO action concerning indigenous and tribal peoples

1993 was the International Year of the World's Indigenous People. The ILO continued to participate in the annual meetings organized by the United Nations Group on Indigenous Populations of the Sub-Commission on Prevention of Discrimination and Protection of Minorities and contributed to an EC Parliament-sponsored publication on policies, programmes and means for improving the social and economic conditions of indigenous peoples.

A national workshop on Convention No. 169, directed at indigenous organizations and NGOs, was held in the Philippines. It was followed by a national seminar bringing together national authorities, members of Congress and trade unionists to discuss, with indigenous representatives, major issues concerning indigenous peoples and Convention No. 169. At the request of the authorities in Siberia, the ILO participated in, and contributed to, a technical consultation with government and indigenous representatives from the Arctic countries.

Activities in favour of indigenous and tribal peoples are described in detail in Chapters 2 and 4 of this Report.

Harmonization of systems of classification and labelling for the use of hazardous chemicals at work

In January 1992 the Intersecretariat Coordination Committee of the Joint ILO, WHO, UNEP International Programme on Chemical Safety (IPCS) established a Coordinating Group for the Harmonization of Chemical Classification Systems, with the ILO providing its secretariat. Interested member States, international and regional organizations, international employers' and workers' organizations as well as international and non-governmental organizations concerned with the protection of the public and the environment participate in the work of the Group.

Terms of reference for the Group were established, together with workplans to achieve a globally harmonized classification and labelling system, including chemical safety data sheets, by the year 2000, as recommended in Chapter 19 of UNCED's Agenda 21, concerning environmentally sound management of toxic chemicals. Proposals for harmonized classification criteria for acute toxicity and danger to the environment (aquatic toxicity) have been elaborated. Work has started on defining harmonized criteria for other health hazards (reproductive and developmental effects, carcinogenicity) and on the harmonization of criteria for the classification of physical hazards (explosive, flammable, reactive). A number of reports to identify key issues regarding chemical hazard communication tools (labelling, chemical safety data sheets, training) are under preparation as a basis for future work in this area. An intermediate goal for the

Group is the completion of the harmonization of classification criteria by the end of 1997.

77th Session (1990)

Assistance to Namibia

Technical advisory services and direct assistance were provided to the ILO's tripartite constituents in Namibia in various fields of the ILO's competence, such as labour administration, social security, vocational training, cooperatives and rural employment creation and assistance to employers' and workers' organizations, with emphasis on the development and strengthening of national capacity and institution-building, in line with the primary objective of the Conference resolution. A particularly significant activity in this regard was the substantial technical assistance provided to the Government in connection with the drafting and enactment of the national labour code. In late 1992 a senior ILO adviser for Namibia was appointed and located in Windhoek to facilitate the planning and implementation of ILO operational activities.

Environment, development, employment and the role of the ILO

The ILO has undertaken a wide range of activities concerning environment, development, employment and the role of the ILO. The Office is implementing a strategy to integrate environment and sustainable development considerations, as appropriate, within its mainstream regular budget and technical cooperation activities.

The Office participates in the coordinating arrangements designed to support follow-up action to Agenda 21, and was designated as a core member of the ACC's Inter-agency Committee on Sustainable Development. The Office also participates in the Commission on Sustainable Development. The ILO continues to promote collaboration with other United Nations agencies and entities in the field of environment, particularly with the United Nations Environment Programme. Another example of close collaboration within the United Nations system is the ILO's participation in the International Programme on Chemical Safety, a joint programme of the WHO, UNEP and ILO.

The ILO has made a substantial effort to adapt its regular budget and technical cooperation programmes so as to better reflect the dimensions of environment and sustainable development. Many ILO activities increasingly take into account questions of environment, equity and sustainability as a result of improved awareness and understanding by the ILO staff and the ILO's constituents of the importance of these issues within all aspects of the ILO's work.

The International Labour Conference adopted a Convention and Recommendation on the Prevention of Major Industrial Accidents in 1993. These standards are one example of the Office's effort to give increasing attention to linkages between the working environment and the general environment.

A wide range of activities was implemented with a bearing on environmental training, including special training programmes to support direct environmental action by employers' and workers' organizations and the role of environmental education in vocational training. In October 1993 the ILO convened a Symposium on Workers' Education and Environment which identified priority areas for future ILO action. A number of training activities in the field of occupational safety and health aimed at improving the working environment. In addition, the interrelationship between labour inspection and environmental control was examined, and attention was drawn to new training needs.

Self-employment promotion

The Office continues to execute more than 30 technical cooperation projects aimed at promoting self-employment through the creation of microenterprises. Many of these projects are designed to provide assistance and services in production techniques, marketing and credit. An increasing effort is made to promote international standards so as to improve working conditions.

Several meetings were organized to assist ILO constituents in the design and implementation of policies for the promotion of self-employment.

Such initiatives constitute an increasingly important component of strategies designed to minimize the potentially adverse short-run effects of certain structural adjustment policies on employment. A series of national tripartite seminars in Asia served to examine specific regional and sectoral policies to increase labour absorption in the informal sector. Follow-up action consisted of advisory missions to assist in designing specific policy measures.

Several studies examining the impact of government policies on the informal sector, as well as annotated bibliographies on the urban informal sector in Asia and Africa respectively, were published. The impact of structural adjustment on the informal sector was examined in studies on Nigeria and Zimbabwe. A working paper reviewing the reforms in China and their impact on employment in the informal sector was also published.

Self-employment is also at the core of ILO activities concerning women, which aim at poverty alleviation through the formulation of a policy framework favourable to the promotion of poor women's employment. For example, a regional and a national project covering India, Indonesia, Philippines and Thailand continued to assist home-based workers, addressing the promotion of both social protection and employment. Also, a subregional workshop on practical actions for the promotion of the welfare of home-based workers was held in Indonesia to formulate future strategies towards home-based production.

78th Session (1991)

The application of modern agricultural technology

Tripartite policy workshops were organized for West Africa and the Philippines, which focused on the Rural Workers' Organizations Convention, 1975 (No. 141), and the impact of modern agricultural technology. A comparative socio-economic study on the implementation of the Convention was undertaken in Mexico and the Philippines. Technical cooperation activities aimed at diversifying and expanding rural women's employment opportunities through the application of improved technologies, particularly in the post-harvesting processing.

A book on appropriate food packaging technologies was published, a directory of African institutions concerned with agricultural tools and equipment was completed and an annotated bibliography of small-scale tools and implements for agriculture and food processing was finalized for sub-Saharan Africa. The ILO continued to participate in the FAO/UNESCO/ILO Inter-Secretariat Working Group on Agricultural Education, Science and Training, which facilitated the exchange of information and the search for new approaches to training techniques and methodologies. As a follow-up to the 11th Session of the Joint ILO/WHO Committee on Occupational Health, consultations were held on the development of a joint programme to extend occupational health services to small-scale enterprises, agriculture and the informal sector.

A study on sub-Saharan Africa concluded that the prevailing incentive structures have contributed to environmental degradation, creating an unsustainable environment and high levels of rural unemployment. Studies were undertaken to investigate the impact of unequal agrarian structures on the environment and on technology-environment-employment interrelationships as well as to identify concrete measures to give substance to the concepts developed by the Rio Earth Summit Agenda 21, such as that of sustainable livelihoods.

Structural adjustment, industrial relations and economic and social development

Training activities aimed at assisting workers to adjust to technological and structural change continued in many developing countries. In addition a number of advisory services were undertaken in order to assist governments and workers' and employers' organizations in elaborating and implementing skills development policies. These services were focused particularly on economies in transition, including countries in Central and Eastern Europe, and China, Mongolia and Viet Nam.

In the field of industrial relations, technical advisory services were provided and seminars held in order to promote effective tripartite consultation in the formulation and implementation of structural adjustment policies in countries engaged in a process of democratization or undergoing the transition to a market economy. In Africa a tripartite symposium on the promotion of sound labour relations was held in the United Republic of Tanzania for English-speaking African countries. Tripartite meetings on the problems of establishing tripartism in countries in transition were held in Turkey and Denmark for Central Asian Labour Ministers and European Labour Ministers, respectively. National seminars were held in Poland on tripartism and collective bargaining. Assistance was given on the revision of labour law in Bulgaria, Cape Verde, Costa Rica, Dominican Republic, Egypt, Ethiopia, Lao People's Democratic Republic and Russian Federation. The role of tripartite consultations during structural adjustment was assessed in Honduras, Lesotho, Poland and Uganda; the consultative apparatus necessary for forming a social consensus is being assessed in Argentina, India, Mexico, Philippines and Zambia. A compendium has been prepared for trade union leaders in order to improve their capability to influence the terms of structural adjustment policies. A survey on how employers' organizations evaluate their role in the formulation of such packages has been undertaken.

As regards collaboration on structural adjustment with the Bretton Woods institutions, two activities are being carried out in collaboration with the World Bank, namely a joint policy study on wage determination and labour relations in Bangladesh, and a plan of action to reform the national employment and wage system in China. Collaboration with the International Monetary Fund is being developed on the subjects of social safety nets in Costa Rica, labour and industrial policy in India, and adjustment and labour issues in Zimbabwe.

See Chapter 2 of this report for further details of work on structural adjustment.

ILO action for women workers

See Chapter 3 of this report for a detailed description of ILO activities in favour of women workers.

79th Session (1992)

The role of enterprises in employment growth and the creation of full, productive and freely chosen employment

Since jobs in small enterprises may be created at a much lower cost than in medium and large enterprises, advisory services and technical cooperation activities concentrated on promoting small enterprise creation and development, using, for instance, the Improve Your Business and Start Your Business programmes. ILO activities also promoted the potential role of cooperatives in privatization since cooperatives are usually better placed to protect employment when government services are taken over. In addition, advice was provided on issues related to privatization and restructuring to promote the creation of a policy environment conducive to the establishment and growth of enterprises. In this context a number of workshops and seminars were organized, particularly in Central and Eastern Europe.

A fuller description of the activities undertaken by the ILO in this area is to be found in Chapter 2 of this report.

Employment promotion as an essential component of overall development

A number of studies were undertaken to examine the impact of structural adjustment policies on employment and to explore how government policies can be introduced to increase the extent of labour absorption during the adjustment period. Different country experiences were examined and a methodology was established to provide a framework for employment planning during structural adjustment. Evaluations were carried out of key employment policies – special employment schemes, income-generating schemes, cooperatives and micro-enterprises – to determine the role they can play in enhancing employment growth. The role of employment policies was highlighted in a number of studies on Eastern European countries examining how employment levels can be increased during the period of economic transition.

Several projects are assisting government ministries in identifying and implementing employment strategies. Projects in Burundi, Gabon, Indonesia, Jordan and Madagascar have stressed the importance of reviewing the institutional framework for designing policies. A mission was undertaken to Barbados, in conjunction with the University of the West Indies, to advise on the interaction of adjustment, fiscal policy and employment. In Hungary a technical cooperation project is undertaking a wide range of studies on the employment impact of adjustment and other economic policies.

See Chapter 2 of this report for further details of ILO work on employment promotion.

The role of the ILO in the protection and promotion of the rights of migrant workers and their families

A booklet on international labour standards and the ILO's population programme was published which spelt out the main activities of the ILO concerning migrant workers and the role of standards. The Office continued to update and expand its data system concerning international migration in the Mediterranean region. A semi-annual bulletin provided information on migration trends and national legislation regarding the employment of migrant workers.

Activities have also been directed to trade unions, providing them with information about migrant work and relevant international labour standards. An interregional seminar for trade union representatives from North Africa, Western and Eastern Europe was organized at the Turin Centre to discuss labour legislation for migrant workers. Training courses were also developed for trade union officials to familiarize them with migration trends and the potential role of labour legislation in the improvement of social and economic conditions of migrant workers. Efforts have also been undertaken to review the work and living conditions of foreign domestic workers. Since labour legislation often does not cover them, studies were made in several European and Latin American countries to examine their situation and to identify how government policies may improve their socio-economic conditions.

Several studies analysed the extent of discrimination to which migrant workers are subject in European countries. Particular attention was paid to identifying the existing obstacles to the assimilation of migrant workers and their families in their places of work and residence.

See Chapter 3 of this report for further details on ILO activities related to migrant workers.

Adjustment and human resources development

Advice on training and human resources development policies and employment strategies has been provided to over 20 countries. For example, in Thailand the ILO is working with the central government and provincial authorities to develop decentralized training policy frameworks. This will ensure that training provided by a variety of governmental and non-governmental agencies is (a) better coordinated and (b) more responsive to local labour market needs and opportunities. In Tunisia an advisory mission formulated a broad strategy for the reform of the country's vocational training system in close collaboration with the government and donor agencies. This was followed through to the implementation stage with the design and launching of a technical cooperation project to reorganize the Ministry of Labour and the administrative structure of the vocational training system. A series of seminars was organized to discuss issues in the reform process and to monitor progress. In Jordan a seminar was organized in 1993 by the Turin Centre to familiarize training policy-makers in the Arab states with approaches and techniques for evaluating training.

Technical advice and assistance have been given to member countries helping them to develop training programmes in support of their structural adjustment efforts. Demonstration projects have been developed introducing the ILO modular training approach (MES) and training for rural gainful activities (TRUGA).

A series of regional seminars in Africa, Asia and Latin America was organized with the aim of strengthening the capacity of employers and their organizations to manage structural adjustment. The seminars covered themes such as productivity management and new trends in skill training, privatization and the linking of education and training to business needs. On the workers' side, a seminar in New Delhi on workers' access to education in Asian countries identified ways of increasing trade union participation in human resources development.

A number of ILO technical cooperation projects have been assisting countries to introduce training for self-employment into their training systems and institutions. The main beneficiaries of these programmes are disadvantaged groups in the informal and rural sectors.

Although all technical cooperation projects implicitly aim at increasing the participation of women in training, the ILO has specifically targeted some projects at women, e.g. in the Philippines and Costa Rica. A study has been published that provides guidelines for implementing vocational training for women working in the informal sector.

See Chapter 2 for further details of ILO activities in the field of human resources development.

ANNEX II

EXPENDITURE ON TECHNICAL COOPERATION PROGRAMMES, 1992-93 (excluding administrative expenditure)

By source of funding

Source of funds	1992		1993		Total biennium		1993/92 % change
	$'000	% share	$'000	% share	$'000	% share	
Regular budget (RBTC)	13 790	8.4	18 372	12.4	32 162	10.3	33.2
UNDP[1]	75 818	46.4	58 661	39.5	134 479	43.1	−22.6
Trust Funds[2] and Multi-bi[3]	64 831	39.6	63 319	42.6	128 150	41.0	−2.3
UNFPA[4]	9 112	5.6	8 318	5.6	17 429	5.6	−8.7
Total	163 550	100.0	148 670	100.0	312 221	100.0	−9.1

[1] Including projects in which the ILO acts as an associated agency. ($7,897,138 for 1992 and $7,730,233 for 1993). Including TSS-1 projects: ($950,909 for 1992 and $2,636,206 for 1993). [2] Including: (a) funds deposited by beneficiary governments; (b) reimbursable expenditure under programmes such as UNEP, UNICEF, UNHCR, etc.; (c) development banks. [3] Multi-bilateral programmes, including associate expert programmes. Multi-bilateral programmes alone represent approximately $46.4 million, i.e. 73 per cent of total trust funds. [4] United Nations Population Fund.

By geographical region

Region	1992		1993		Total biennium		1993/92 % change
	$'000	% share	$'000	% share	$'000	% share	
Africa	76 134	46.6	60 120	40.4	136 254	43.6	−21.0
Americas	23 218	14.2	21 964	14.8	45 182	14.5	−5.4
Arab States	2 483	1.5	2 252	1.5	4 735	1.5	−9.3
Asia and the Pacific[1]	40 133	24.5	41 360	27.8	81 494	26.1	3.1
Europe	5 344	3.3	6 111	4.1	11 455	3.7	14.3
Interregional and global	16 238	9.9	16 864	11.3	33 102	10.6	3.9
Total	63 550	100.0	148 670	100.0	312 221	100.0	−9.1

[1] Including Afghanistan and the Islamic Republic of Iran.

EXPENDITURE BY TYPE OF ASSISTANCE, 1992-93

Type of assistance	1992		1993		Total biennium		1993/92 % change
	$'000	% share	$'000	% share	$'000	% share	
Experts	65 048	39.8	53 916	36.3	118 964	38.1	−17.1
Other personnel[1]	38 314	23.4	36 516	24.6	74 830	24.0	−4.7
Training[2]	26 056	15.9	25 962	17.5	52 018	16.7	−0.4
Equipment	15 782	9.6	12 899	8.7	28 681	9.2	−18.3
Subcontracting	3 643	2.2	6 628	4.5	10 271	3.3	81.9
Miscellaneous	14 708	9.0	12 749	8.6	27 457	8.8	−13.3
Total	163 550	100.0	148 670	100.0	312 221	100.0	−9.1

[1] National experts, external collaborators, locally recruited project staff, United Nations Volunteers and other staff costs. [2] Including principally fellowships, seminars and in-service training.

ANNEX III

EXPENDITURE ON TECHNICAL COOPERATION BY FIELD OF ACTIVITY AND SOURCE OF FUNDS, 1992-93

Field of activity	Expenditure 1992 (thousands of dollars)					Expenditure 1993 (thousands of dollars)					
	Regular budget	UNDP	UNFPA	Trust funds and multi-bi	Total 1992	Regular budget	UNDP	UNFPA	Trust funds and multi-bi	Total 1993	1993/92 % change
Programme											
International labour standards	469			266	735	564			275	839	
Application of standards	163			149	312	190			143	332	
Freedom of association	67				67	70				70	
Equality of rights	104	6		82	191	261				261	
Labour law information	1				1	7				7	
	803	6		497	1 306	1 092	0		417	1 510	15.6
Employment and development											
Departmental management	647	841		823	2 311	1 871	749		1 005	3 625	
Active labour market policies	10	836		1 037	1 884	6	331		1 027	1 364	
Policies and programmes for development	250	13 102		11 686	25 038	365	9 026		10 068	19 460	
Migration and population	41	938	9 112	830	10 920	74	855	8 318	602	9 848	
Employment strategies	2 303	3 036		679	6 018	1 848	2 072		808	4 728	
	3 250	18 753	9 112	15 054	46 170	4 164	13 034	8 318	13 510	39 025	–15.5

Field of activity	Expenditure 1992 (thousands of dollars)					Expenditure 1993 (thousands of dollars)					
	Regular budget	UNDP	UNFPA	Trust funds and multi-bi	Total 1992	Regular budget	UNDP	UNFPA	Trust funds and multi-b	Total 1993	1993/92 % change
Enterprise and cooperative development	3			453	456	179			178	357	
Entrepreneurship and management development	132	17 594		6 650	24 376	353	12 297		5 726	18 375	
Cooperatives	192	9 075		9 514	18 782	(55)	6 964		9 173	16 083	
	327	26 669		16 618	43 614	477	19 262		15 077	34 816	–20.2
Training											
Departmental management	1 257				1 257	2 525				2 525	
Training policies and programme development	1 325	130		811	2 266	1 142	68		523	1 733	
Vocational training systems management	23	12 487		4 420	16 931	193	7 891		5 149	13 233	
Vocational rehabilitation	138	3 026		2 517	5 680	229	2 041		2 410	4 681	
	2 743	15 644		7 748	26 134	4 090	10 000		8 082	22 172	–15.2
Industrial relations and labour administration											
Departmental management	322				322	626				626	
Labour law and labour relations	79	54		769	901	111	23		781	915	
Labour administration	1 248	1 977		3 430	6 655	970	984		3 185	5 140	
	1 649	2 031		4 199	7 878	1 707	1 007		3 967	6 681	–15.2

Field of activity	Expenditure 1992 (thousands of dollars)					Expenditure 1993 (thousands of dollars)					
	Regular budget	UNDP	UNFPA	Trust funds and multi-bi	Total 1992	Regular budget	UNDP	UNFPA	Trust funds and multi-b	Total 1993	1993/92 % change
Working conditions and environment											
Departmental management	173			1 298	1 471	557			4 850	5 408	
Occupational safety and health	1	1 105		3 175	4 281	0	1 181		2 446	3 627	
Conditions of work and welfare facilities				659	659	7			441	448	
PIACT	388				388	721				721	
	562	1 105		5 132	6 799	1 285	1 181		7 738	10 204	50.1
Sectoral activities											
Departmental management	242			20	262	247				247	
Industrial activities	185			963	1 148	(142)			1 016	874	
Maritime industries	179	244		1 448	1 871	58	255		1 713	2 027	
Salaried employees	20	29		7	56	19	3			21	
Hotel and tourism		5 319		590	5 909	10	3 322		1 230	4 562	
	626	5 591		3 029	9 247	193	3 580		3 959	7 732	–16.4
Social security	207	3 648		383	4 238	566	1 502		312	2 381	–43.8
Labour information and statistics	200	120		733	1 053	417	531		22	970	–7.8
Institute	73				73	82	19			101	38.6
Technical cooperation	6	59		2 375	2 440	44			1 576	1 620	–33.6
Employers' activities	950			644	1 594	808			859	1 667	4.6

Field of activity	Expenditure 1992 (thousands of dollars)					Expenditure 1993 (thousands of dollars)					
	Regular budget	UNDP	UNFPA	Trust funds and multi-bi	Total 1992	Regular budget	UNDP	UNFPA	Trust funds and multi-b	Total 1993	1993/92 % change
Workers' education	2 014	134		6 196	8 344	2 709	105		5 222	8 036	–3.7
Miscellaneous	380	2 057		2 224	4 662	737	8 441		2 579	11 756	152.2
Total ILO technical cooperation programmes	**13 790**	**75 818**	**9 112**	**64 831**	**163 550**	**18 372**	**58 661**	**8 318**	**63 319**	**148 670**	**–9.1**

ANNEX IV

EXPENDITURE ON TECHNICAL COOPERATION BY COUNTRY AND AREA AND BY SOURCE OF FUNDS, 1992-93[1] (in thousands of dollars)

Country or territory	Regular budget	UNDP (executing agency)	UNDP (associated agency)	UNFPA	Trust Funds	Total
Africa						
Regional	6 740	1 287	592	(7)	18 465	27 077
Algeria	28	57	0	0	461	546
Angola	0	1 592	0	0	255	1 847
Benin	34	659	210	51	153	1 107
Botswana	7	39	0	2	400	448
Burkina Faso	26	1 065	0	174	264	1 528
Burundi	53	861	149	488	1 314	2 866
Cameroon	91	505	5	109	479	1 189
Cape Verde	50	184	0	272	211	718
Central African Republic	7	40	0	429	0	476
Chad	4	1 677	0	0	0	1 681
Comoros	0	1 087	0	0	0	1 087
Congo	32	10	0	90	26	159
Côte d'Ivoire	125	3 169	1	0	988	4 283
Djibouti	1	15	0	0	0	16
Egypt	84	1 031	58	61	2 502	3 736
Equatorial Guinea	14	5	0	0	0	19
Eritrea	18	0	0	0	0	18
Ethiopia	23	573	0	49	263	908
Gabon	19	537	0	113	0	669
Gambia	21	555	58	337	293	1 264
Ghana	69	2 449	0	213	478	3 209
Guinea	53	555	0	492	821	1 920
Guinea-Bissau	15	460	0	0	259	735
Kenya	89	6 017	0	475	1 767	8 347
Lesotho	80	573	140	0	1 610	2 404

[1] Not including administrative expenses. Negative figures (in brackets) indicate previous year adjustments.

Country or territory	Regular budget	UNDP (executing agency)	UNDP (associated agency)	UNFPA	Trust Funds	Total
Liberia	0	6	0	24	0	30
Libyan Arab Jamahiriya	6	1	0	0	0	7
Madagascar	97	8 248	141	263	775	9 524
Malawi	10	790	862	455	82	2 200
Mali	95	1 594	616	364	1 779	4 447
Mauritania	110	1 305	290	0	11	1 715
Mauritius	9	6	23	0	24	63
Morocco	13	(3)	0	91	0	101
Mozambique	16	1 967	24	776	2 150	4 933
Namibia	167	1 147	0	68	430	1 812
Niger	85	1 388	0	396	1 337	3 206
Nigeria	98	4 014	128	63	70	4 373
Rwanda	66	2 490	0	0	1 876	4 432
Sao Tome and Principe	38	45	0	90	0	173
Senegal	71	1 012	0	382	450	1 915
Seychelles	18	17	0	92	0	127
Sierra Leone	22	1 33[illegible]	0	16	1 935	3 304
Somalia	0	6	0	3	0	8
Sudan	19	4 740	860	114	1 098	6 831
Swaziland	38	20	0	0	409	467
Tanzania, United Republic of	96	4 505	0	0	3 160	7 761
Togo	15	509	0	97	5	625
Tunisia	71	80	54	0	194	399
Uganda	101	1 584	23	1 130	1 667	4 505
Zaire	11	949	0	89	44	1 092
Zambia	43	(272)	0	628	2 062	2 461
Zimbabwe	196	421	0	11	550	1 177
National Liberation Movements	307	0	0	0	0	307
Total	9 505	62 901	4 232	8 499	51 118	136 254
Americas						
Regional	5 865	522	7 873	36	9 438	23 733
Antigua and Barbuda	0	23	0	0	0	23
Argentina	143	840	0	0	3	986
Bahamas	1	0	0	0	0	1
Barbados	37	0	0	0	76	114
Belize	0	0	0	0	0	0
Bermuda	2	0	0	0	0	2
Bolivia	37	849	102	46	1 075	2 110
Brazil	281	263	25	0	886	1 456
Canada	2	0	0	0	0	2
Caribbean islands	406	154	0	0	79	640

Country or territory	Regular budget	UNDP (executing agency)	UNDP (associated agency)	UNFPA	Trust Funds	Total
Chile	310	0	0	0	1 084	1 394
Colombia	46	392	0	0	0	438
Costa Rica	93	0	0	0	2 197	2 289
Cuba	47	0	0	0	0	47
Dominican Republic	81	0	0	0	13	94
Ecuador	43	107	0	0	39	190
El Salvador	83	0	0	0	142	225
Grenada	5	20	0	0	0	25
Guatemala	69	622	99	10	0	800
Guyana	17	98	0	0	0	115
Haiti	0	717	0	0	34	752
Honduras	68	1 866	683	341	633	3 591
Jamaica	28	0	17	0	0	45
Mexico	251	13	0	0	155	419
Montserrat	1	62	0	0	0	63
Netherlands Antilles	6	0	0	0	0	6
Nicaragua	22	0	0	0	3 380	3 402
Panama	25	70	0	0	18	113
Paraguay	73	16	0	0	0	90
Peru	78	0	0	0	131	209
Saint Kitts and Nevis	3	24	0	0	0	27
Saint Lucia	4	0	0	0	0	4
Suriname	4	93	0	0	139	236
Trinidad and Tobago	17	23	0	0	276	317
Turks and Caicos Islands	0	139	0	0	0	139
Uruguay	72	342	0	0	498	913
Venezuela	78	71	23	0	0	173
Total	8 302	7 329	8 821	433	20 296	45 182
Arab States						
Regional, including Occupied Arab Territories	1 249	1 310	0	12	15	2 586
Bahrain	12	0	0	0	0	12
Iraq	4	26	0	0	1	31
Jordan	47	506	0	0	25	578
Kuwait	10	255	0	0	82	348
Lebanon	57	86	0	0	0	143
Oman	0	0	4	0	0	4
Qatar	2	0	0	0	0	2
Syrian Arab Republic	33	199	0	0	0	232
United Arab Emirates	52	32	0	0	0	84
Yemen	58	622	0	0	35	715
Total	1 525	3 036	4	13	157	4 735

Country or territory	Regular budget	UNDP (executing agency)	UNDP (associated agency)	UNFPA	Trust Funds	Total
Asia and the Pacific						
Regional	5 324	3 135	58	(8)	9 104	17 613
Afghanistan	0	869	0	0	2	871
Bangladesh	138	3 930	576	18	720	5 383
Bhutan	0	268	0	0	0	268
Cambodia	42	8 344	0	0	166	8 552
China	250	5 161	0	379	460	6 250
Cook Islands	0	0	0	24	0	24
Fiji	99	469	0	55	709	1 332
India	346	483	127	603	2 108	3 666
Indonesia	148	4 453	0	(1)	3 485	8 085
Iran, Islamic Republic of	19	68	0	37	0	124
Kiribati	0	0	0	35	0	35
Korea, Republic of	62	256	23	0	0	342
Lao People's Democratic Republic	28	524	0	0	0	551
Malaysia	49	14	0	0	0	63
Maldives	0	1 412	0	0	0	1 413
Marshall Islands	0	0	0	39	0	39
Micronesia, Federated States of	0	2	0	0	0	2
Mongolia	30	66	0	6	98	199
Myanmar	0	672	0	20	35	727
Nepal	16	2 627	1 438	0	1 934	6 016
Pakistan	237	3 326	0	194	2 876	6 633
Papua New Guinea	6	571	0	151	0	729
Philippines	288	833	246	393	2 189	3 948
Singapore	32	0	0	0	0	32
Solomon Islands	5	694	0	0	0	700
Sri Lanka	167	3 357	(21)	47	514	4 064
Thailand	105	1 298	43	0	1 268	2 714
Tonga	0	28	0	37	0	65
Trust territory of Pacific islands	0	0	0	10	0	10
Vanuatu	3	28	0	0	79	110
Viet Nam	86	757	0	9	39	890
Western Samoa	20	0	0	23	0	43
Total	7 499	43 649	2 490	2 070	25 786	81 494
Europe						
Regional (including EEC)	990	389	0	0	1 873	3 252
Albania	30	15	0	0	192	237

Country or territory	Regular budget	UNDP (executing agency)	UNDP (associated agency)	UNFPA	Trust Funds	Total
Belarus	10	0	0	0	0	10
Bulgaria	30	0	0	0	73	104
Croatia	1	0	0	0	0	1
Cyprus	10	103	0	45	22	180
Czech Republic	82	0	0	0	534	616
Estonia	4	0	0	0	0	4
Georgia	5	0	0	0	0	5
Germany	0	0	0	0	37	37
Hungary	105	0	0	0	1 279	1 383
Kyrgyzstan	10	0	0	0	0	10
Latvia	1	0	0	0	0	1
Lithuania	11	0	0	0	0	11
Moldova, Republic of	19	0	0	0	0	19
Netherlands	0	0	0	0	37	37
Poland	60	3	0	0	1 655	1 719
Portugal	0	0	0	0	0	0
Romania	29	495	0	0	400	923
Russian Federation	61	0	0	0	26	87
Slovakia	24	0	0	0	0	24
Slovenia	7	0	0	0	0	7
Turkey	121	279	0	0	2 356	2 756
Ukraine	3	0	0	0	0	3
United Kingdom	0	0	0	0	24	24
Uzbekistan	3	0	0	0	0	3
Total	1 618	1 284	0	45	8 508	11 455
Interregional	3 714	654	81	6 370	22 284	33 102
Total	32 162	118 851	15 627	17 429	128 150	312 221

ANNEX V

MEETINGS HELD IN 1992-93[1]

Title	Programme	Place and date of meeting
Major advisory meetings		
Regional meetings	30.0	
Advisory Meeting of Governing Body Members from Africa		29 February 1992
13th Conference of American States Members of the ILO		Caracas, 30 September-7 October 1992
Industrial meetings	100.6	
Inland Transport Committee (12th Session)		22-30 January 1992
Fourth Tripartite Technical Meeting for the Leather and Footwear Industry		12-20 February 1992
Iron and Steel Committee (12th Session)		1-9 April 1992
Standing Technical Committee for Health and Medical Services (First Session)		23 September-1 October 1992
Tripartite Meeting on Social and Labour Issues in the Pulp and Paper Industry		20-28 October 1992
Building, Civil Engineering and Public Works Committee (12th Session)		2-10 December 1992
Tripartite Meeting on Safety and Related Issues pertaining to Work on Offshore Petroleum Installations		20-28 April 1993
Tripartite Meeting on Conditions of Employment and Work of Performers		5-13 May 1992
Meeting of Experts on Accident Prevention on Board Ship		28 September-5 October 1993
Tripartite Meeting on the Social Effects of Structural Change in Banking		23 November-1 December 1993

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[1] For ease of reference, this list of meetings follows the layout of that given in Information Annex No. 9 of the Programme and Budget for 1992-93. All meetings in Geneva unless otherwise stated.

Title	Programme	Place and date of meeting
Other meetings		
Committee of Experts on the Application of Conventions and Recommendations (two meetings)	50.2	12-25 March 1992 11-24 March 1993
Tripartite Conference on Southern Africa[2]	50.4	Harare, 5-8 May 1992
Meeting of Experts on Cooperatives	65.3	29 March-2 April 1993
Meeting of Experts on Safety in the Use of Chemicals at Work	90.2	24 March-1 April 1992
ILO/WHO Joint Committee on Occupational Health		27-29 April 1992
Tripartite Advisory Meeting on Environment and the World of Work		2-4 November 1992
Technical Committee Meeting on the Revision of the Basic Safety Standards for Radiation Protection		Vienna, 14-18 December 1992
IAEA/ILO Advisory Group of Experts on Radiation Protection in the Decommissioning of Nuclear Facilities		Vienna, 13-17 September 1993
FAO/IAEA/ILO/PAHO/WHO/OECD-NEA Technical Committee Meeting on Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources		Vienna, 13-17 December 1993
Meeting of Experts on Working Time	90.3	11-19 October 1993
Joint ILO/WHO Committee on the Health of Seafarers (Seventh Session)	100.3	10-14 May 1993
Tripartite Regional Meeting of Experts on Social Security in the Americas[3]	110	Mexico City, 18-22 October 1993
Meeting of Experts on Labour Statistics	120.3	28 January-6 February 1992
15th International Conference of Labour Statisticians		19-28 January 1993
Symposium on Workers' Education and the Environment	140.2	6-8 October 1993
Tripartite Symposium on New Perspectives for Tripartism in Europe[2]		Brussels, 7-8 April 1992

[2] Financed from supplementary credits approved by the Governing Body.
[3] Financed out of the Programme Flexibility Reserve.

ANNEX VI

NEW PUBLICATIONS ISSUED IN 1992-93

Non-periodical publications

Accroître la productivité et améliorer la qualité de la vie au travail. Conseils à l'usage des PME de l'industrie. Guide pratique, by J.E. Thurman, A.E. Louzine and K. Kogi (in French; English and Spanish editions already published).

Ajustement, emploi et développement au Sénégal, by E. Lee, M. Loufti, L. Goreux, B. Fall, M. Sidibé and D. Diop (in French).

Capacitación de las personas de edad: Manual de orientación, by Peter C. Plett and Brenda T. Lester (in Spanish; English edition already published).

Child labour: A guide to project design, by Alec Fyfe (in English).

Child labour in Sri Lanka: Learning from the past, by S.W.E. Goonesekere (in English).

Children and hazardous work in the Philippines, by Victoria Rialp (in English).

Civil service pay in South Asia, by David C.E. Chew (in English).

Constitution of the International Labour Organisation and Standing Orders of the International Labour Conference, 1992 edition (bilingual, English/French).

Environment, employment and development, edited by A.S. Bhalla (in English).

Equal pay protection in industrialised market economies: In search of greater effectiveness, by F. Eyraud et al. (in English).

Estructura y funciones de las organizaciones de trabajadores rurales. Manual de educación obrera. Second (revised) edition (in Spanish; English edition already published).

Fitting the job to the forest worker: An illustrated training manual on ergonomics (in English).

Formación profesional: Glosario de términos escogidos (in Spanish; English and French editions already published).

ILO Thesaurus: Labour, employment and training terminology, Fourth edition, 1992 (trilingual).

Incomes policies in the wider context: Wage, price and fiscal initiatives in developing countries, edited by Felix Paukert and Derek Robinson (in English).

Industrial development through small-firm cooperation: Theory and practice, by Frank Pyke (in English).

Industry on the move: Causes and consequences of international relocation in the manufacturing industry, edited by Gijsbert van Liemt (in English).

International Labour Conventions and Recommendations, Vol. I, 1919-1962; Vol. II, 1963-1991 (in English).

International Labour Review: Index 1945-1991 (in English).

Introduction to work study, edited by George Kanawaty. Fourth (revised) edition (in English).

La protection des travailleurs du commerce et des bureaux en matière disciplinaire, by Eliane Vogel-Polsky (in French).

Le conseil en management: Guide pour la profession, edited by Milan Kubr (second revised edition) (in French; English edition already published).

L'emploi et la formation dans un contexte de crise économique: Le cas de l'Afrique d'expression française, by Jean Bernard Célestin (in French).

L'enseignement social de l'Eglise catholique et le monde du travail, Dossier II, by Louis Christiaens (in French).

Les normes internationales du travail. Manuel d'éducation ouvrière. Third (revised) edition (in French and Spanish; English edition already published).

L'OIT et l'encyclique sociale de Jean Paul II Centesimus annus, Dossier I, by Louis Christiaens (in French).

Los sindicatos y la OIT. Manual de educación obrera. Second (revised) edition (in Spanish; English and French editions already published).

Maçonnerie de moellons — Aide-mémoire de formation à l'usage des travailleurs des PSTP — Fascicule no 2 (in French; English edition already published).

Manuel BIT pour les centres d'information sur le travail, prepared by Laura Alpern (in French and Spanish; English edition already published).

Manuel de formation pratique pour la construction et l'entretien des routes à base de main-d'œuvre, by L.S. Karlsson and J.J. de Veen. Manuel du stagiaire, partie 1 (modules 1-9); Manuel du stagiaire, partie 2 (modules 10-15) (in French; English edition already published).

Manuel de formation pratique pour la construction et l'entretien des routes à base de main-d'œuvre, by L.S. Karlsson and J.J. de Veen. Manuel de l'instructeur, partie 1 — Préparation des stages; Manuel de !'instructeur, partie 2 — Adjoint technique — coordonnateur de travaux — Chef de chantier (in French; English edition already published).

New technologies and the employment of disabled persons, by H. Allan Hunt and Monroe Berkowitz (in English).

Occupational safety and health glossary (multilingual, English/French/Spanish/German and Russian).

On business and work, by Joe Thurman, Claudio Ciborra, Denis Gregory, Bjorn Gustavsen, Rolf Lindholm, Freider Naschold and Bo Oscarsson (in English).

Pavés de roche: Mise en œuvre entretien et organisation des chantiers — Aide-mémoire de formation à l'usage des travailleurs des PSTP — Fascicule no 9 (in French).

Prelude to change: Industrial relations reform in South Africa. Report of the Fact-Finding and Conciliation Commission on Freedom of Association concerning the Republic of South Africa. *Official Bulletin* — Special Supplement Vol. LXXV, 1992 Series B (in English).

Répertoire des instruments internationaux de sécurité sociale (in French).

Research of the World Employment Programme: Future priorities and selective assessment, by Hans Singer (in English).

Safety and health in construction. An ILO code of practice (in English, French and Spanish).

Safety and health in the use of chemicals at work: A training manual, by Abu Bakar Che Man and David Gold (in English).

Safety in the use of chemicals at work. An ILO code of practice. An ILO contribution to the International Programme on Chemical Safety of UNEP, the ILO and the WHO (IPCS) (in English, French and Spanish).

Social security. A workers' education guide (in English).

Sources and methods: Labour statistics: Vol. 1 — Consumer price indices (third edition) (trilingual).

Statistical sources and methods, Vol. 6: Household income and expenditure surveys (in English).

Statistics on occupational wages and hours of work and on food prices: October Inquiry Results, 1990 and 1991 (trilingual).

Stone masonry. Training Element and Technical Guide for SPWP Workers. Booklet No. 2 (in English).

Strengthening technological capabilities: A challenge for the nineties. A review of ILO activities on technology. Third (revised) edition (in English).

Study on the embargo of coal exports from South Africa. Report of a study conducted under the auspices of the Group of Independent Experts appointed by the Governing Body of the ILO to follow up on and monitor the implementation of sanctions and other action against apartheid (in English and French).

Technological capability in the informal sector: Metal manufacturing in developing countries, edited by Carlos Maldonado and S.V. Sethuraman (in English).

Technological change and labour relations, by Muneto Ozaki et al. (in English).

Telecommunications services: Negotiating structural and technological change, by Brian Bolton et al. (in English).

The cost of social security: Thirteenth international inquiry, 1984-86. Comparative tables (trilingual).

The incidence of poverty in developing countries: An ILO compendium of data, by Hamid Tabatabai, with Manal Fouad (in English).

The rural non-farm economy: Processes and policies, by Ashwani Saith (in English).

Wages policy: Wages, non-wage labour costs and their relation to employment under conditions of structural adjustment (in English).

World Labour Report 1992. Vol. 5 (in English, French and Spanish).

World Labour Report 1993. Vol. 6 (in English, French and Spanish).

Year Book of Labour Statistics: 51st issue, 1992 (trilingual).

Series

Management development

No. 30: *Environmental business management. An introduction*, by Klaus North (in English).

No. 31: *How to select and use consultants: A client's guide*, by Milan Kubr (in English).

Labour-management relations

No. 74: *International standards and guiding principles on labour law and labour relations, 1989* (in English and Spanish; French edition already published).

No. 77: *European labour courts: Industrial action and procedural aspects.* Proceedings of the Third Meeting of European Labour Court Judges (Paris, September 1989) on labour courts and industrial action and aspects of procedure, edited by Werner Blenk (in English).

Background papers for training in population, human resources and development planning

No. 9: *Population, labour force and employment: Concepts, trends and policy issues,* by Ghazi M. Farooq and Yaw Ofosu (in English, French and Spanish).

Conditions of Work Digest

Vol. 10: No. 2/1991, Workers' privacy. Part I: Protection of personal data (in English).

Vol. 11: No. 1/1992, Combating sexual harassment at work (in English).

Vol. 11: No. 2/1992, Preventing stress at work (in English).

International labour bibliography

No. 12: *Poverty in developing countries: A bibliography of publications of the ILO's World Employment Programme, 1975-91* (in English).

No. 13: *The urban informal sector in Asia: An annotated bibliography* (in English).

Technology

No. 16: *Fibre and micro-concrete roofing tiles: Production process and tile-laying techniques* (in English).

Equipment planning guide for vocational and technical training and educative programmes

No. 4: *Sheet metal.* Second (revised) edition (in English).

Training papers in population and family welfare education in the worksetting

No. 1: *Guidelines for baseline surveys and impact assessments,* by Paula W. Yoon with contributions by Catherine Hein and J. Krishnamurty (in English and French).

Other documents

MATCOM — Material and Techniques for Cooperative Management, Vienna

Grassroots cooperative action. Trainer's manual (in English).

A housing cooperative: Organization (in English).

Méthodologie de base de la formation (in French; English edition already published).

ARPLA — Asian and Pacific Regional Centre for Labour Administration, Bangkok

Labour Administration: Profile on occupational safety and health in Bangladesh, edited by H. Ono (in English).

Labour Administration: Profile on occupational safety and health in the Republic of Korea, edited by H. Ono (in English).

Labour Administration: Profile on occupational safety and health in Papua New Guinea, edited by H. Ono (in English).

Labour Administration: Profile on occupational safety and health in Sri Lanka, edited by H. Ono (in English).

Labour Administration: Labour laws and small and medium enterprises (in English).

Labour inspection skills in the petroleum industry. Labour Administration Training Material TM 11 (in English).

Labour Administration: Profile on India, edited by Muinuddin Khan (in English).

Labour Administration: Profile on occupational safety and health in Indonesia, edited by H. Ono and K. Enomoto (in English).

Labour Administration: Profile on occupational safety and health in Malaysia, edited by H. Ono (in English).

Labour Administration: Profile on occupational safety and health in Pakistan, edited by H. Ono and K. Enomoto (in English).

Labour Administration: Profile on occupational safety and health in the Philippines, edited by H. Ono (in English).

Labour Administration: Profile on occupational safety and health in Singapore, edited by H. Ono (in English).

Labour Administration: Profile on occupational safety and health in the Solomon Islands, edited by H. Ono (in English).

Labour Administration: Profile on occupational safety and health in Thailand, edited by H. Ono and K. Enomoto (in English).

Labour Administration: Voluntary bipartite approaches towards industrial peace. The Indian experience (in English).

Labour Administration: Profile on occupational safety and health in India, edited by H. Ono and K. Enomoto (in English).

Labour Administration: Profile on occupational safety and health in the People's Republic of China, edited by H. Ono and K. Enomoto (in English).

ARTEP — Asian Regional Team for Employment Promotion, New Delhi

Enabling people to help themselves: An employment and human resource development strategy for Pakistan in the 1990s, by John Cameron and Mohamad Irfan (in English).

Social dimensions of structural adjustment in India. Papers and Proceedings of a Tripartite Workshop held in New Delhi, 10-11 December 1991 (in English).

Employment and labour market interventions. Paper and Proceedings of the Fourth Meeting of Asian Employment Planners, New Delhi, 17-19 December 1991 (in English).

Employment generation through private entrepreneurship in Vietnam, by Per Ronnas (in English).

Transfer, adoption and diffusion of technology for small and cottage industries, edited by Rizwanul Islam (in English).

Labour markets and human resource planning in Asia: Perspectives & evidence, edited by M. Muqtada and A. Hildeman (in English).

APSDEP — Asian and Pacific Skills Development Programme, Bangkok

Plan of action on vocational training for advanced technology (in English).

New perspectives in vocational training for advanced technology, edited by Jama-ud Din (in English).

Vocational training and the labour market: South Pacific, edited by A.M.A.H. Siddiqui (in English).

Vocational training and the labour market: South Asia, edited by A.M.A.H. Siddiqui (in English).

Occupational skill standards, testing and certification: A review, edited by M. Ushiyama (in English).

Vocational training and the labour market: South-East Asia, edited by A.M.A.H. Siddiqui (in English).

Planning and organization of national skill competitions, edited by M. Ushiyama (in English).

PREALC — Regional Employment Programme for Latin America and the Caribbean, Santiago

Formación de salarios y precios (Chile, 1986-1991), by Norberto García (in Spanish).

Género y mercado de trabajo en América Latina: Procesos y dilemas, edited by Cecilia López, Molly Pollack and Marcella Villarreal (in Spanish).

International Institute for Labour Studies, Geneva

Industrial districts and local economic regeneration, edited by Frank Pyke and Werner Sengenberger (in English).

Retraining — not redundancy: Innovative approaches to industrial restructuring in Germany and France, by Gerhard Bosch (in English).

Economic reform, social change and institutional perspectives in Central and Eastern Europe: An analysis of the literature, by Maryse Gaudier. Bibliography Series No. 16 (bilingual, English/French).

Travail, cultures, religions: L'encyclique sociale du Pape Jean Paul II — Centesimus annus *(1er mai 1991). Le point de vue des grandes traditions culturelles et religieuses contemporaines (Colloque du 9 mars 1992)*, presented by Louis Christiaens (in French).

Circumventing labour protection: Non-standard employment in Argentina and Peru, by Adrian Marshall with contributions by Franciso Verdera V. and Isabel Yépez del Castillo. Research Series No. 88 (in English).

Labour institutions and economic development in India, edited by T.S. Papola and Gerry Rodgers. Research Series No. 97 (in English).

Lean production and beyond: Labour aspects of a new production concept. Forum Series on Labour in Changing World Economy 2 (in English).

Small firms and development in Latin America: The role of the institutional environment, human resources and industrial relations, edited by Brigitte Späth (in English).

Reestructuración y regulación institucional del mercado de trabajo en América Latina. Actas de un seminario internacional organizado por el IIEL Buenos Aires, July 1991. Research Series No. 98 (in Spanish).

ANNEX VII

STATES MEMBERS OF THE ILO AT 31 JANUARY 1994 (170)

Afghanistan
Albania
Algeria
Angola
Antigua and Barbuda
Argentina
Armenia
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bolivia
Bosnia and Herzegovina
Botswana
Brazil
Bulgaria
Burkina Faso
Burundi
Cambodia
Cameroon
Canada
Cape Verde
Central African Republic
Chad
Chile
China
Colombia
Comoros
Congo
Costa Rica
Côte d'Ivoire
Croatia
Cuba
Cyprus
Czech Republic
Denmark
Djibouti
Dominica
Dominican Republic
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia
Fiji
Finland
France
Gabon
Georgia
Germany
Ghana
Greece
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Honduras
Hungary
Iceland
India
Indonesia
Iran, Islamic Republic of
Iraq
Ireland
Israel
Italy
Jamaica
Japan
Jordan
Kazakhstan
Kenya
Korea, Republic of
Kuwait
Kyrgyzstan
Lao People's Democratic Republic
Latvia
Lebanon
Lesotho
Liberia
Libyan Arab Jamahiriya
Lithuania
Luxembourg
Madagascar
Malawi
Malaysia
Mali
Malta
Mauritania
Mauritius
Mexico
Moldova, Republic of
Mongolia
Morocco
Mozambique
Myanmar
Namibia
Nepal
Netherlands
New Zealand
Nicaragua
Niger
Nigeria
Norway
Oman
Pakistan
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Poland
Portugal
Qatar
Romania
Russian Federation
Rwanda
Saint Lucia
San Marino

Sao Tome and Principe
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
Somalia
Spain
Sri Lanka
Sudan
Suriname
Swaziland
Sweden
Switzerland
Syrian Arab Republic
Tajikistan
Tanzania, United Republic of
Thailand
The former Yugoslav Republic of Macedonia
Togo
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Uganda
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